



## **School of Business Administration**

### **INT 4300 – SBA Internship Syllabus – Summer 2009**

#### **Program Description**

The AUI Business Internship Program allows the School of Business Administration students to gain practical experience in the workplace before receiving their undergraduate degrees. The internship is a required academic course. Either the SBA or the student locates companies willing to hire interns full time for a 6-week period (minimum required), usually in the summer. The SBA Internship program supervises the students and awards academic credits (3 SCH) upon successful completion of all the required assignments. You must meet a number of requirements in order to successfully complete the course. Your course grade will be based on the following criteria: Portfolio, Project report both in French and English, employer evaluation, advisor evaluation and attendance.

#### **Prerequisites**

To participate in the program, students should:

- Have a minimum GPA of 2.0.
- Have at least 12 credits of study remaining following an internship.
- Be enrolled in the Enterprises, Markets, and Moroccan Economy course prior to completing the internship.
- Be prepared to begin work in June on a full-time basis for 6 weeks.
- Assume internship program fees.

#### **Objectives**

AUI Business Internship Program is designed to allow you to apply theoretical knowledge into practice and acquire practical experience needed to clarify career objectives. Additionally, it enables you to build an employer network and to build self-confidence.

By the end of the internship you will be able to:

- Demonstrate a working knowledge of basic business concepts, problems, and issues as they apply to the employer's business by preparing a written report.
- Exhibit the ability to effectively work in a professional environment. This ability will be assessed through observation of the student at the work site and through the employer's evaluation of the intern's performance.

- Communicate effectively in a professional environment in both French and English, orally and in writing.

### Requirements

The internship work schedule shall be determined between you and the professional supervisor to afford a minimum of 240 hours (up to 6 weeks) on the job during the period of enrollment. Since you are interning for academic credit, no remuneration is required; however, supervising offices may, at their sole discretion, elect to provide stipends, paid parking, mileage reimbursement or paid employment. You shall observe all standards of legal ethics and confidentiality and comply with all office policies.

### Course Evaluation

Activity	Weight	Brief Description
Project + presentation	40%	The portfolio, the project and the presentation will be evaluated based on academic standards; they must be academically sound in terms of content, grammar, presentation and organization.
Portfolio	25%	
Supervisor’s evaluation	25%	Your supervisor on site will evaluate you based on several criteria such as professionalism, taking initiative, seriousness, and quality of work...etc. It is unacceptable to take time off work.
Meeting deadlines & Responsiveness	10%	Deadlines will be closely monitored.

### The Project +Presentation (40%)

You must select a theme or topic for your project. The topic and/or theme should be relevant to the organization in which you are working. The report should consist of two parts: Part I of the report should include a description of: the business environment, the kind of business it is (service, manufacturing, non-profit, government), its mission and values, its major markets, its marketing strategies, how it is organized, its employees, its annual sales, how it organizes its finances and operating budgets. To complete Part II of the report the student should, with the employer:

- Identify a business problem or issue relevant to the employer’s business, the employer’s industry, or the Moroccan business environment.
- Study and analyze the business problem/issue/opportunity with the aim of examining its impact on the employer’s business.
- Propose recommendations and/or solutions to the problem.

Specific projects proposed by the employer, which meet the above criteria, will also be considered for approval by the Internship Advisor.

Care must be taken in order to protect the confidentiality of the organization. It is your responsibility to get permission from your employer before attaching any company documents to your report. You must respect your company’s rules and policies.

The report should be formatted in APA style, with references and citations, if appropriate. It should be written in both a French and English version. A preliminary copy of the complete reports must be submitted to the Internship Advisor by **Friday of the second week of classes of the Fall 2009 semester.**

In the Fall semester, students will be required to make a presentation of their project to a committee consisting primarily of SBA faculty.

**Portfolio (25%)**

Your portfolio will consist of **weekly** progress reports. The reports are to be submitted in English only. These reports will contain information about your learning experiences during the internship. They serve as a record of your weekly activities at work along with observations and analysis of the workplace.

Each report must consist of **one page**, typed, singled spaced, times new roman font with 1” margins. Don’t forget to include your name (don’t need to include your ID). These progress reports are to be delivered via email to your internship faculty advisor on the due date. Make sure you take the time to proof read your reports before submission, lousy, unprofessional reports will affect your grade. These reports will be graded based on content, organization, grammar and neatness.

<b>Progress report</b>	<b>Due date</b>	<b>Description</b>
Week #1	June 12 <sup>th</sup>	Must include company description, company structure, and the role of people in your department, objectives of the organization in general and your department in particular. State your personal objectives (what do you hope to learn and why?)
Week #2	June 12 <sup>th</sup>	Describe your activities of the week. You may also report on observations (work related) you had that week!
Week #3	June 26 <sup>th</sup>	
Week #4	June 26 <sup>th</sup>	
Week #5	July 10 <sup>th</sup>	
Week #6	July 10 <sup>th</sup>	Conclusion and recommendation – briefly summarize the work you did for the organization. Discuss whether you have achieved your personal goals you set in week #1 and make some <i>general</i> recommendations to the organization.

**Supervisor’s Evaluation (25%)**

At the end of your internship, your supervisor will be asked to complete an evaluation form assessing the quality of your daily work. This evaluation form includes criteria such as your communication skills, professionalism in terms of punctuality and dress, competence at work, flexibility in responding to assignments, sense of initiative, attendance and attitude.

**Meeting Deadlines & Responsiveness (10%)**

You will also be evaluated based on how well you will meet your deadlines for the progress reports and for the final report. Additionally, your responsiveness to your internship faculty advisor and to the SBA correspondence will be evaluated and graded.

It is your responsibility to check your email and the internship web site regularly for any announcements.

### Grading system

To determine your final grade for your internship, the conventional grading system will be used.

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = x-59

### Course Schedule

Due date	Deliverable
May 1 <sup>st</sup>	Submit your employer information sheet signed by the employer to Mrs Tazi or fax to 035-86-20-60
June 12 <sup>th</sup>	Progress Reports for Week1 and Week2 - via email to your internship faculty advisor.
June 26 <sup>th</sup>	Progress Reports for Week3 and Week4 – via email to your internship faculty advisor.
July 10 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Progress Reports for Week5 and Week6 – via email to your internship faculty advisor.</li> <li>2. Student Evaluation Form – via email to your internship faculty advisor.</li> <li>3. Give your supervisor a hard copy of the Supervisor Evaluation Form – This form is to be submitted by the supervisor directly to SBA- Attn: Internship Coordinator via fax or mail. Forms delivered by students will not be accepted. The form is available online <a href="http://www.aui.ma/VPAA/SBA/internships.htm">http://www.aui.ma/VPAA/SBA/internships.htm</a></li> </ol>
Friday of the second week of Fall 2009	Submit soft copy of your internship reports (French and English) to your faculty internship advisor and hard copy of both reports to Mrs Tazi.
All forms will be available for download from the web site. <a href="http://www.aui.ma/VPAA/SBA/internships.htm">http://www.aui.ma/VPAA/SBA/internships.htm</a>	

### Course Policies

Lateness, absenteeism, and/or general disciplinary problems will not be tolerated and can result in the failure of the internship course.

## **Email Protocol**

In order to avoid any communication problems when submitting your deliverables, always cc the following email address: **SBA\_INT4300@aui.ma**

## **Expectations for Student Performance**

1. Demonstrate commitment and dedication to an employer and treat work as first priority.
2. Be punctual (including notification of supervisor when absence or tardiness is ***necessary***), dependable and perform in a professional manner.
3. Communicate regularly and effectively with team/co-workers and supervisors to ensure timely and accurate completion of work and to establish good human relationships.
4. Make sure that your SBA Internship Advisor has all pertinent information regarding the employer.
5. Regularly read and respond to correspondence by email.
6. Regularly check the Internship web site.
7. Communicate promptly with the Internship Advisor by phone or email any questions or problems that you have.
8. Respect the work rules and code of conduct of your employer and the academic code of ethics set out in the AUI Student Handbook.

## **Responsibilities of Faculty Internship Advisor:**

1. Assist the student in identifying a suitable project
2. Approve the final internship project
3. Respond to requests from students for assistance in facilitating the internship experience
4. Monitor student progress and give feedback on a timely manner
5. Evaluate the student's internship progress reports and final report
6. Serve on the committee of the student's oral defense of the internship project