

INTERNSHIP COURSE MGMT 4800

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MANAGEMENT INTERNSHIP

TEN STEP OUTLINE

Prior to Registration/During Registration period:

Please remember that internships are for 15 weeks and 240 hours during the Fall/Spring Semesters or for 10 weeks and 200 hours during the 10 week summer session.

1. Complete the "Student Information Sheet" and "Student Contract" for Cooperative Education.
2. Complete the "Request for Approval to Register in an Internship/Co-op Course" form.
3. Go to **the office of Dr. Nancy Lillie Boyd in BA 317H** to secure approval for the internship.
4. Obtain all necessary faculty/department signatures and an authorization code to register. Register and pay for the course through the usual registration process.
5. Complete and return the "Learning Objectives Agreement". **(Mail to Co-op office)**

During the semester: Due Dates

6. E-mail a summary of the major responsibilities each Monday you had during that week (See example in packet). **(PLEASE PUT IN THE BODY OF THE E-MAIL - NOT AS AN ATTACHMENT)**

e-mail to: Nancy.Boyd.Lillie@unt.edu, (faculty professor of internship) AND your immediate supervisor (the one who will sign your mid-term and final evaluations).

Note: in the subject line, please put the date of week that is being reported. See Example.

7. Have employer complete the "Mid-semester 7th Week of Semester Evaluation" form. **(Mail to Co-op office)**
8. Complete "Student's Evaluation and Semester Report" 2 Weeks before Finals. **(Mail to Co-op office)**
9. Have employer complete the "Employer Evaluation of Student Performance" 2 Weeks before Finals. **(Mail to Co-op office)**
10. Complete a 3-4 page (double spaced) Final Essay, written 2 Weeks before finals about your internship in terms of its relation to your major area of study, your future career, and your academic preparation. Describe the specific tasks and responsibilities you had during the internship. **(ATTACH AS A WORD DOCUMENT TO YOUR E-MAIL)**

Please submit your final paper by e-mail to Nancy.Boyd.Lillie@unt.edu, **Professor of MGMT 4800**

Please submit all evaluation forms to the Co-Op Office.

Before you begin this process, check with the Advisor in the Management Department to be sure an Internship will apply to your degree plan. PLEASE REMEMBER THAT YOU MUST BE A DECLARED MAJOR IN ORDER TO REGISTER FOR AN INTERNSHIP. Students who are Management Minors must be able to show the concentration planned.

1. Students interested in academic credit (i.e., the course will appear on your transcript) for an Internship must complete a file at the UNT Office of Cooperative Education, Marquis Hall 208 (940/565-2715). This includes completing a **Request for Approval to Register in an Internship Course** and securing the appropriate Cooperative Education Statement contained on the form.
2. The Department of Management has an Internship Director who coordinates all Department of Management Internships and is the Faculty Supervisor of record for all such internships.
3. After completing Step 1 above, the student must secure approval of the **Request for Approval to Register Form** from Dr. Nancy Boyd Lillie in BA 317H. If the Internship is to be applied toward the International Business Curriculum, approval of an International Business Faculty Supervisor also must be secured. After all appropriate approvals are secured, the student submits the signed *Request for Approval to Register* in an Internship Course to the COBA Undergraduate Academic Office (BA 123) to obtain the Internship Permission Code, which is needed to register in MGMT 4800. Academic credit for a Department of Management Internship cannot be obtained without successful registration and completion of MGMT 4800.
4. Approval of a MGMT 4800 registration is based on the likelihood that the internship is related to the student's major, that the student will significantly benefit from the internship experience through the acquisition of productive experience beyond the classroom, and that the employer will actively direct and mentor the student in his or her work. All internships are expected to occur over the period of a single semester except in the summer which will be taken in a summer 10 wk course.

An internship is not simply a credit-for-work program. Typically the student is not allowed to use current employment as the internship. The only way this is approved is if the student can verify that he/she is beginning a new position at the time the internship would begin. A letter from your supervisor must be given to the Professor of the Internship. **The Internship must be a paid internship.**

5. MGMT 4800 is a **PASS/FAIL** course. To successfully PASS the course, all requirements of the Department as outlined by the Internship Director and the requirements of the employer must be met. Requirements of the employer are outlined in the Internship Agreement and in any amendment(s), addition(s), and/or revision(s) thereto. The student must also complete and submit to the Internship Director and your immediate supervisor, a Management Department Internship Progress Report on a weekly basis beginning the second week after commencement of the internship and continuing until its conclusion **in the body of the e-mail – not as an attachment.** This report includes a summary of the hours worked (240 hours must be worked during the long semesters which consist of 15 weeks and 200 hours during the summer term which consists of ten weeks) and job duties during the previous week. Progress Reports must be written submitted through email. The Internship Director will require a mid-term evaluation and final evaluation on the intern from the supervising employer. Near the end of the semester (and no later than the Friday before finals begin), the student must prepare and submit to the Internship Director a written report (typically 3-4 double-spaced pages long) relating

the internship experience to his or her major, and describing the benefits obtained for a future career. **This should be in the form of a Word document and attached to an e-mail to Nancy.Boyd.Lillie@unt.edu, the professor in charge of the Internship.** An oral debriefing also may be required. **Successful completion** of all internship requirements will result as a PASS grade for the student.

6. Interning students are expected to have and exhibit high professional standards and behaviors in completing their internships, remembering that they not only represent themselves, but also the faculty, staff, students, and administration of the University of North Texas.

7. An internship must be registered through Cooperative Education and in the on-line system no later than the 12th class day in the long term, or the 4th class day in the summer term. **Internships in the summer are a full 10 weeks and 200 hours.**

Dr. Nancy Boyd Lillie is the faculty in charge of the Internship. Please see Dr. Boyd Lillie in BA 317H for the approval process:

Dr. Nancy Boyd Lillie
940/565-3158
FAX: 940/565-4394
e-mail: Nancy.Boyd.Lillie@unt.edu

WEEKLY REPORTS

Please send weekly reports to Dr. Nancy Boyd Lillie at Nancy.Boyd.Lillie@unt.edu (Professor of Record) and your Immediate Supervisor at the place you are employed.

The weekly format should follow the following:

Name _____

Company _____

Summary of Hours for Week of _____ / _____ / _____
Month Day Year

Monday: _____ # of hours

Tuesday: _____ # of hours

Wednesday: _____ # of hours

Thursday: _____ # of hours

Friday: _____ # of hours

TOTAL # OF HOURS: _____

Write a paragraph describing what you did and learned this week: