

# **INTERNSHIP COURSE MGMT 5800**

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# MGMT 5800 INTERNSHIP

## TEN STEP OUTLINE

### **Prior to Registration/During Registration period:**

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 Boyd Lillie 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).

**E-mail to:** [Nancy.Boyd.Lillie@unt.edu](mailto:Nancy.Boyd.Lillie@unt.edu)

### **NOTE: IN THE SUBJECT LINE, PLEASE PUT THAT MONDAY'S DATE**

7. Have employer complete the "Mid-semester 7th Week of Semester Evaluation" form. (**Mail to Co-op office**)
8. Complete "Student Evaluation and Semester Report" 2 Weeks before finals (**Mail to Co-op office**)
9. Have employer complete the "Employer's Evaluation of Student's Performance" 2 Weeks before finals. (**Mail to Co-op office**)
10. Complete a 3-4 page (double spaced) written 2 Weeks before Finals essay 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.

**(e-mail to:** [Nancy.Boyd.Lillie@unt.edu](mailto:Nancy.Boyd.Lillie@unt.edu))

Please submit your final paper by e-mail to Dr. Boyd Lillie

**Please Submit All Evaluation Forms To Co-Op Office**

University Of North Texas  
Department of Management  
Internship Policies and Procedures

Before you begin this process, **BE AWARE THAT YOUR MGMT 5800 CANNOT BE USED AS PART OF YOUR MBA DEGREE PLAN.** Please remember that you must be a declared major in order to register for an internship.

1. Students interested in academic credit (i.e., the course will appear on your transcript BUT if you are a Business Major, will not count as credit toward the degree) 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 the Internship Director, Dr. Nancy Boyd Lillie, who will then request the approval of the Chair of the Department of Management. 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 RARIC to the COBA Undergraduate Academic Office (BA 123) to obtain the Internship Director's section number, which is needed to register in MGMT 5800. Academic credit for a Department of Management Internship cannot be obtained without successful registration and completion of MGMT 5800.
4. Approval of a MGMT 5800 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 the supervisor stating new duties is required. Preference in approval is given to paid internships, approval of non-paid internships is rare.

5. MGMT 5800 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 a Management Department Internship Progress Report on a weekly basis beginning the second week after commencement of the internship and continuing until its conclusion. 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 and may be submitted by FAX, email, U.S. mail, or in person. 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.** An oral debriefing also may be required. Successful completion of all internship requirements will result in the Internship Director issuing 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 4<sup>th</sup> class day in the summer term. Internships in the summer must be done over the full 10 weeks.**

The Department of Management Internship Director is:

Dr. Nancy Boyd Lillie

940/565-3158

FAX: 940/565-4394

e-mail: [Nancy.Boyd.Lillie@unt.edu](mailto:Nancy.Boyd.Lillie@unt.edu)

## WEEKLY REPORTS

Please send weekly reports to Dr. Nancy Boyd Lillie at [Nancy.Boyd.Lillie@unt.edu](mailto:Nancy.Boyd.Lillie@unt.edu)

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:**