



Management Department

1020 Grove Blvd. Bldg. G., Rm. 9143, Austin, TX 78741

Riverside Campus

A Department of the Business Studies Division - ACC

BMGT 2388 – Internship Business Administration and Management – General I. Fall 2009

Instructor:	Prof. Victor H.P. Villarreal, Ph.D. “Dr. Vic”
Class Day & Hours:	Internship – Weekly updates required (Synonym: 43209)
Location:	Student Work-place
Office Hours:	By Appointment
Email:	vvillarr@austincc.edu
Phone:	(512) 528-0696
Session:	Fall 2009 (12 weeks): Sept. 21 to Dec. 13, 2009

Welcome!! I am honored and pleased to be your instructor for this Internship course. For future reference, you may address me as “Prof. Vic” in person, via email or phone. I would like to start by saying that I am a firm believer in the power and application of Higher Education! If you ever feel overwhelmed by your daily life, school commitments, work or other activities, just remind yourself that you are making a positive difference for your own future and the future of your loved ones – your sacrifice is well worth the efforts you will give. – Prof. Vic.

Course Description:

The internship (General I) course will call for students to coordinate and act in a supervisory or management level position within their place of employment for the purpose of identifying and solving a work-place challenge, problem or site concern. Students will apply management level learned skills and techniques toward the completion of an internship written project with guidance from course instructor and employer. Students will demonstrate professionalism and management level decorum while exercising higher level management traits.

GRADE DETERMINATION:

Students must fulfill all required weekly tasks and complete a final internship project paper. Grade will be determined by the merit and quality of submitted tasks, timeliness of tasks, and overall display of management excellence and professionalism.
Instructor will determine final course grade with employer input.
ALL REQUIREMENTS MUST BE MET IN A TIMELY MANNER – including weekly tasks. Failure to meet tasks requirements in a timely manner will affect final grade.

IMPORTANT ACC DATES

Sept. 21:	First day of Spring Classes (12 wks) ;
Oct. 9:	Fall Graduation app. Deadline;
Nov. 23	Last day to withdraw for a ‘W’ grade
Nov. 24-26	Thanksgiving Break, No Class.
Dec. 13	Last Day of Class/Semester

Text book: None;

Prerequisites: BUSI 1301 & BMGT 1303.

Per ACC course catalog – you **MUST** be concurrently enrolled in another Management or Marketing class during the same semester you enroll in BMGT 2388.

Required Tasks: See Task Schedule



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Please Note: Before course begin (after registration) please begin thinking about a change, problem or challenge pertinent to your work-place for which you may be able to contribute meaningful and applicable research, answer(s), process change or work-place modification. You will need to think about a challenge that will reflect your learned management skills and expertise.

12 weeks TASK SCHEDULE

THIS IS IMPORTANT! – PLEASE FOLLOW SCHEDULE VERY CAREFULLY

Wk	Student Tasks	Due Date	Instructor Tasks	Employer / Manager Tasks
1	1a. Complete Information Packet [last five pages of this syllabus] , including <i>student and employer portions</i> ; and sign and return Statement of Understanding	9/24		Complete Employer Section of Info Packet
	1b. Complete Initial Mandatory Phone Interview (Student, Instructor, and Employer) You MUST begin to schedule a time convenient for you, your instructor and your Employer during the first week of class for a 30 to 60 minute phone interview! This is Mandatory!	9/25	1b. Phone Interview	1b. Phone Interview
2	2a. Begin Project Proposal Draft after Interview (see 'Appendix A' of this syllabus)	Open		
3	3a. Complete Proposal – Draft, submit to Instructor & Emp.	10/9		3a. Review Proposal (approve or return for iteration), please email proposal back to student and instructor by: Oct. 12 – Thank you!
	3b. Submit Email update #1 to Professor	10/11	3a. Review Proposal (approve or return for iteration)	
4	4a. Complete Proposal Draft Iteration-Submit Final (if needed)	10/16	4a. Available for Research Mentorship	4a. Available for Work-place Mentorship
	4b. Begin research for Project (follow approved methodology from your proposal) 4c. Submit Email Update #2 to Professor	Open 10/18		
5	5a. Continue Research for Project	Open	5a. Available for Research Mentorship	5a. Available for Work-place Mentorship
	5b. Submit Email Update #3 to Professor	10/25		
6	6a. Continue Research for Project	Open	6a. Available for Research Mentorship	6a. Available for Work-place Mentorship
	6b. Submit Email Update #4 to Professor	11/1		
7	7a. Finish Research.	11/4	7a. Available for Research Mentorship	7a. Available for Work-place Mentorship
	7b. Review writing Process Presentation	11/6		
	7c. Write & Submit-via email, <i>Written Project Topical Outline</i>	11/8		
	7d. Submit Email Update #5 to Professor	11/8		
			7b. Review Outline (suggest changes)	



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8	8a. Begin writing project Paper – See ‘Appendix C’ 8b. Submit Email Update #6 to Professor	Open 11/15	8a. Available for Writing Mentorship	8a. Available for Work-place Mentorship
9	9a. Continue Writing Process 9b. Submit Email Update #7 to Professor	Open 11/22	9a. Available for Writing Mentorship	9a. Available for Work-place Mentorship
10	10a. Finish Project Paper Draft and Submit to Instructor / Employer - See ‘Appendix C’	11/29	10a. Begin Review of Project Paper 10b. Conduct email (or Phone) exchange with employer for iterations	10a. Begin Review of Project Paper 10b. Conduct email (or Phone) exchange with professor for iterations
11	11a. Complete corrections, implement suggestions & iterations 11b. Submit Email Update #8 to Professor	Open 12/4	11a. Return suggestions and iterations to student	11a. Return suggestions and iterations to student
12	12a. Complete and Submit Final Project Paper Draft 12b. Prepare for Final Phone Conference with Prof. & Employer 12c. Conduct Final Phone Interview	12/8 Open 12/11	12a. Review Final Project Draft 12b. Conduct Final Phone Interview	12a. Review Final Project Draft 12b. Conduct Final Phone Interview

**NOTE: DO NOT HOLD ALL OF YOUR UPDATES OR ANY OTHER TASK UNTIL THE END OF THE SEMESTER; THIS WILL RESULT IN REDUCING YOUR FINAL GRADE.
FOLLOW THE SCHEDULE OF TASKS VERY CAREFULLY!**

PLEASE NOTE: If a circumstance arises which causes you to be late with a task or update (illness, emergencies, etc.), it is the student/interns’ responsibility to notify the instructor as soon as possible. Late reports will be penalized. If reports are repeatedly late, a fail grade (F) can be awarded. Postmark dates will be used to determine promptness.

Overview of written tasks:

<i>Information packets (2);</i>	<i>Project Proposal (1, iteration if needed)</i>
<i>Emailed weekly updates (9);</i>	<i>Topical Outline (1)</i>
<i>Project Paper Draft (1, & iterations if needed);</i>	<i>Final Project Paper (1).</i>

Email updates are typically due on Sundays – PLEASE be on time with all assignments! Timeliness is REQUIRED!



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Student Duty and Responsibility Statement (Dr. Vic):

Each student has the duty and responsibility to perform to their highest potential. Further each student has the duty and responsibility to adhere to all course and college policies including; academic honesty, exam date and In-class group assignment attendance, withdraw protocol and comprehension of grading scale and determination. Each student is responsible, and in charge of, their own academic intentions and progress within each course and from semester to semester.

Academic support **IS** available – if you need it.

Attendance

Class attendance is expected and required. Intern students must complete all tasks on time and must attend all required phone and face-to-face conferences with instructor and employer.

Incomplete Grades

An instructor may award a grade of 'I' (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An 'I' cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than two weeks before the end of the semester. The department chair will approve a change from 'I' to a performance grade (A,B,C,orD) for the course before deadline.

Withdraw Procedure

If you need to withdraw from class for any reason, you must fill out an official withdraw form and turn it in before the 'W' deadline per semester (check *Important Dates* section of this syllabus). After that date, a "W" grade cannot be given. It is the student's responsibility to carry-out and follow-up on a 'W' request.

Students with Disabilities

Student with Disabilities Policy: *"Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the office for students with disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester"* - (Student Handbook);

Freedom of Expression Policy

"Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructor alike will be encouraged to think and learn. On sensitive and volatile topics students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions";

Scholastic Dishonesty Policy

Students caught cheating on an exam or assignment will receive a zero for that exam or assignment. Scholastic Dishonesty Policy: *"Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentation presentations, and homework"* - (Student Handbook);

Policy and Procedure for Inclement Weather

Classes may be canceled due to inclement weather. If classes are not in session, notification is made through local radio and television stations, as well as ACC's Channel 19 and on the web at www.austincc.edu. These local media should be consulted regarding resumption of classes. In compliance with the Texas Education Code, the college may schedule makeup classes to satisfy contact hour requirements. In such cases, students will be notified through their campus manager. Continuing Education classes will be rescheduled.



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Student Activities and Honors:

Students are encouraged to participate in college sponsored activities and honors programs. Please refer to the Student Handbook and/or your academic advisor for information on activities and honors programs.

Phi Theta Kappa

Phi Theta Kappa has been the only nationally recognized International Honor Society of the Two-Year College since its founding in 1918. The Alpha Gamma Pi chapter of Phi Theta Kappa was chartered at ACC in October 1977. In accordance with the international organization's goals, the Alpha Gamma Pi chapter recognizes and promotes scholarship, the development of leadership and service, and the cultivation of fellowship among students at ACC. Students who meet chapter criteria receive invitations during the fall and spring semesters

<h3>Student Statement of Understanding and Agreement</h3>

1. I have read, understand and agree to abide by the ACC Student handbook;
2. I have also read, understand and agree to abide by the Course Syllabus for this class;
3. I will demonstrate professional courtesy to all peer students and to the Instructor;
4. I am also aware of my duty and responsibility with this course.

Instructor Copy of *Statement of Understanding* and *Student Contact* information
is at end of this document.



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MANAGEMENT DEPARTMENT INTERNSHIP PROGRAM

I. THE BASICS

WHAT IS THE INTERNSHIP PROGRAM?

The internship program is designed to provide students with an opportunity to relate current theory from the college classroom to practical experience under the direction of ACC faculty and work-place managerial professionals.

WHAT ARE THE REQUIREMENTS?

An 'intern' is an advanced or upper division student gaining supervised practical experience in a field of endeavor he/she intends to pursue a career in, or learn more about. From an academic perspective, an intern is viewed as a student in an environment offering opportunities to see the similarities and differences in the classroom learning and practical application. He/she receives academic credit and a grade based on the completion of required, on-site internship performance, and a written research, problem solving, managerial-level project.

WHEN SHOULD I ENROLL IN THE MANAGEMENT INTERNSHIP COURSE?

Although many students choose to perform internships during the summer months, you may intern any semester you choose. A few students complete their final intern requirements after they have completed all their other course work. They find a permanent position with a firm that meets all program criteria. Following completion of the required employment hours and all reports, the intern coordinator and the employer jointly arrive at a grade, as is the case with any academic internship. However, instead of returning to campus, these students continue as permanent employees, and in time will receive their diplomas.

II. THE STUDENT'S OBLIGATION

To satisfy degree requirements, each student in the Management department pursuing an Associates degree or Certificate must secure employment or be currently employed at a firm with a management hierarchy. Each student is required to complete several elements of the course including, but not limited to;

- submission of initial personal and employer information packet;
- submission of signed letter of understanding;
- complete an initial phone interview with instructor;
- complete a Phone conference with instructor and employer;
- complete a project proposal;
- complete periodic weekly email updates;
- conduct original research;
- complete a topical and annotated project outline;
- adhere to iterations and consider suggestions from instructor and employer on draft copies of project;
- submit a draft and final project paper (per due dates for each draft and final)
- complete the Final phone conference;

...all in a timely and professional manner.



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After completion of the internship period and submission of required reports, a grade (A to F) will be awarded by the internship coordinator and with specific input from the intern's employer.

NOTE TO STUDENT:

An internship is meant to be more than a work experience. This should not be "another summer or part-time job." By the end of the internship, you should be competent in all job tasks that have been assigned. In addition, you should have developed an understanding about your employer, your employer's place in the immediate market served, and how your employer is faring in the industry, among other new managerial insights.

Review weekly schedule of required tasks for your internship before you sign your Letter of Understanding. If there are any questions or conflicts, resolve them before you begin your internship. You are expected to adhere to the intern task schedule and failure to do so will have a negative effect on your final grade for the internship. Any variance in the prescribed outline must be in writing and signed by the intern coordinator.

As a student intern, you are a representative of Austin Community College and the program you represent. Your conduct and behavior should be professional at all times to personify the appropriate student/college relationship. In the event you involve yourself in practices unsuitable for an ACC student, the college will take the necessary disciplinary action.

III. GRADING

There will be a letter grade (A through F) assigned at the completion of this course. F's will be given for unsatisfactory performance including any of the following:

1. Project, updates or other tasks not submitted on a timely basis

NOTE: DO NOT HOLD ALL OF YOUR UPDATES, OR ANY OTHER TASK UNTIL THE END OF THE SEMESTER; THIS WILL RESULT IN REDUCING YOUR FINAL GRADE. FOLLOW THE SCHEDULE OF TASKS VERY CAREFULLY!;

2. Poor evaluations from your employer supervisor;
3. Poor communication with the intern coordinator (your professor).

In the event it is not impossible for student/intern to complete all internship requirements during the academic semester, an "IP" (In Progress) may be considered and issued by the instructor. The usual reason for an incomplete grade is the inability to work the required number of hours before the date for submission of semester grades.

If a student is unable to complete the required tasks before the end of the semester, a grade of IP may also be considered and issued by instructor.



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If an "IP" is issued for any reason, a final grade will only be issued when all work hours and/or tasks are completed per instructor requirements. IP status will be changed with a final grade - AT THE END OF THE NEXT GRADING PERIOD.

If a student is unable to complete the internship because of justifiable circumstances, the college rules concerning withdrawals will apply.

Grades will be determined by the intern coordinator with input by the student's immediate supervisor. There will be a letter grade (A through F) assigned after all required reports have been received by the internship coordinator. In the event an "F" is given, the student must begin a new internship, including enrollment and payment for the appropriate number of credit hours.

PLEASE NOTE: If a circumstance arises which causes you to be late with a task or update (illness, emergencies, etc.), it is the student/interns' responsibility to notify the instructor as soon as possible. Late reports will be penalized. If reports are repeatedly late, a fail grade (F) can be awarded. Postmark dates will be used to determine promptness.

IV. INTERN EMPLOYEMENT and ACADEMIC REQUIREMENTS

- A)** To complete the internship program intern students **must work** a minimum of 240 clock hours (12 wks x 20 hr/wk). The internship experience earns three semester credit hours. Any deviation from this requirement must be approved by your INTERNSHIP COORDINATOR (instructor).
- B)** The student is responsible for identifying a place of employment and securing the internship position. Although the intern coordinator may make suggestions, students are encouraged to find internship positions on their own. Your internship coordinator will supply advice and guidance, but cannot be expected to act as an employment agency.
- C)** Before a student is allowed to enroll in the internship, all of the following requirements must be met. He or she must:
 - i. Be enrolled and a declared major in the Management Department at Austin Community College.
 - ii. Have completed at least 30 credits or ½ of their program load;
 - iii. Have a grade point average of 2.5 or above.
- D)** By the end of the first week of the semester:
 - i. Student/intern must, submit personal and employer information packets, sign and submit letter of understanding and complete initial phone interview with instructor;
 - ii. **COMPLETE ALL SUBSEQUENT WORK ON SCHEDULE.**

PLEASE NOTE: The internship coordinator or a representative can (and may) personally visit or contact the student's employer and/or the supervisor by telephone during the internship – **at any time.**



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V. TUITION and EXPENSES

Students will pay the regular tuition fee for the internship course and will be responsible for their room, board, and travel expenses if incurred.

VI. INTRERN COMMUNICATIONS

Student/interns may email required drafts, outlines, updates and other status documents directly to instructor. All initial information documents and any document requiring a signature must be original and personally delivered or forwarded to instructor.

E-mail to: **vvillarr@austincc.edu**
 Prof. Vic Villarreal, Ph.D.
Phone: (512) 528-0696
Postal Mail: P.O. Box 181
 Leander, TX 78646

Reiteration: PLEASE NOTE: If a circumstance arises which causes you to be late with a task or update (illness, emergencies, etc.), it is the student/interns' responsibility to notify the instructor as soon as possible. Late reports will be penalized. If reports are repeatedly late, a fail grade (F) can be awarded. Postmark dates will be used to determine promptness.

Reiteration: PLEASE NOTE: Interns are reminded that they are representatives of Austin Community College and our department and it is imperative that good work habits, a cooperative attitude, and a good work record be maintained for good rapport between the intern, the college, and the employer.

VII. INITIAL PROCESS

1. Student notifies employer of intent to peruse ACC Management internship course;
2. Student reviews academic requirement for internship course;
3. Student enrolls in Management Internship course;
4. Student/intern reviews all syllabus material for internship and decides if time and personal schedule will allow for complete commitment to internship requirements (withdraws if necessary);
5. Student/intern begins course and completes Week 1 tasks.
6. Student/intern continues to meet weekly tasks on schedule.
7. Student/intern maintains profession and demeanor at all times
8. Student/intern completes tasks and received final grade.



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Appendix A:

Project Proposal Guidelines:

The proposal should help you conceptualize the larger paper and make timely progress toward the paper's completion.

Write a 3 to 4 page paper where you describe the following:

- 1) Introduction
 - a. What is the problem, concern or situation you will address;
 - b. Why is the situation important to resolve
- 2) History of the Problem/Concern/Situation to be addressed
 - a. Provide a context of the situation from as far back you can;
 - b. Define how this situation has/is impacting your company;
 - c. Disclose any past solutions or attempts to address the situation;
 - d. Disclose any other relevant historical information on the situation.
- 3) Methodology
 - a. How do you initially propose to address the situation?
 - b. What sorts of research mechanism will you use to address the situation (will you conduct interviews, company research, etc);
- 4) Expected Results
 - a. Identify what result(s) do you hope to achieve as a product of your final project?
 - b. How best will your results be implemented?
 - c. Identify any desired expectations from your employer (you will collect these desired expectations during our face-to-face meeting [student/professor/employer meeting])
- 5) Conclusion
 - a. summarize sections 1-4.

****Make certain you use APA writing style on your proposal, outline and final paper!**

(Go to the following site for more on APA): <http://owl.english.purdue.edu/owl/resource/560/01/>



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Appendix B

Topical and Annotated Outline Guidelines:

A **topical outline** is a basic listing of main topics formatted in an illustrative and logical flow depiction, whereas you list the primary discussion points from your paper/project.

Annotation means that you will also list the sources of your information on each discussion point you list within your outline.

Please note, an outline is the foundation of the paper, “the basic framework on which you hang your ideas” (Hamilton, 2006). In your outline, keep the headings proportioned at the same level throughout the paper, in other words, make certain your main headings are in-fact the main sections of your paper. Each sub-heading should express the main ideas of your various sections. Also, keep the annotations brief .

Here is a basic and rough topical and annotated outline for a project paper:

- 1) Introduction
 - a. Introduction of the problem (per approved proposal and face-to-face interview)
 - b. Etc...
- 2) Research
 - a. History of the problem (per personal employee interviews conducted)
 - b. Impact of problem (per personal employee interviews conducted)
 - c. Etc...
- 3) Expectations
 - a. Student expectations
 - b. Employer expectations
 - c. Etc...
- 4) Methodology
 - a. Interviews
 - b. Review of company literature
 - c. Review of external literature
 - d. Etc...
- 5) Proposed Solution
 - a. Restatement of problem
 - b. Summarization of research
 - c. Detail Proposed solution(s)
 - d. Proposed Implementation plan / Timeline
 - e. Etc...
- 6) Conclusion.
 - a. Summarization of how expectations were met or addressed;
 - b. Areas for further research or areas for further management examination per the situation;
 - c. Discussion of student’s lessons learned (per employee level and management level scope);
 - d. Offer forward vision statement of solution.



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Appendix C

Final Paper Guidelines:

Final paper should be in correct APA writing format!

(Go to the following site for more on APA): <http://owl.english.purdue.edu/owl/resource/560/01/>

Your final paper should be at least 2,500 words of text

(excluding reference lists & cover page).

Also, your final project should have the following six (6) sections [sub-sections may vary];

These 6 sections should follow your proposal and outline (but in more depth).

a. Introduction

- i. Introduction of the problem.

b. Research

- i. History of the problem;
- ii. Impact of problem.

c. Expectations

- i. List Student expectations;
- ii. List Instructor's expectations;
- iii. List Employer expectations.

d. Methodology

- i. List research methods;
- ii. Discuss justification for use of research methods;
- iii. Discuss research;
 1. Interview information/research;
 2. Review of company literature;
 3. Review of external literature;
 4. Etc...

e. Proposed Solution

- i. Restatement of problem;
- ii. Summarization of research;
- iii. Detail Proposed solution(s);
- iv. Proposed Implementation plan / Timeline.

f. Conclusion.

- i. Summarization of how expectations were met or addressed;
- ii. Areas for further research or areas for further management examination per the situation;
- iii. Discussion of student's lessons learned (per employee level and management level scope);
- iv. Offer forward vision statement of solution.

NOTE: If you are crating supplemental material such as a Power Point presentation or other materials, your supplemental work may be applied to the length requirement 2500 words).



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Appendix D

Information on Weekly Updates

You will have 9 mandatory weekly updates for which you will submit via email to your instructor – **PLEASE DO NOT BE LATE WITH ANY WEEKLY UPDATE!** They **ARE** required!

You will need to write a paragraph, or more if needed, related to your activities pertinent to this course. These weekly updates are treated as class attendance therefore, please submit them and please submit on time. **I will not accept any late updates.**

You may submit your updates at any time during the week, however not past the weekly deadline as listed in this syllabus.



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The following five (5) pages MUST be returned to your Instructor by the deadline as listed on this syllabus!

Please go to any campus mailroom and request to inter-office these documents to:

*“Dr. Vic Villarreal,
Management Dept.
Rio Grande Campus”*

If you have questions or problems submitting these documents, please call me as soon as possible: Dr. Vic Villarreal, (512) 528-0696



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**RETURN
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Information Packet: Return this information to your instructor

To be completed by: STUDENT

INTERNSHIP Personal Student Data Sheet

Student Name:	_____
Address:	_____
City, St, Zip:	_____
Phone:	_____
Email:	_____

Qualifications

Have you completed **Prerequisites:** BUSI 1301 & BMGT 1303. Yes: No:

Are you enrolled within the a Business Studies or Management degree program at ACC? Yes: No:

Are you currently employed, or will become employed at least Part Time (20 hours) during the semester? Yes: No:

Please list any special accommodations or dates for which you cannot meet your instructor or work managers for phone or face-to-face conferences (if no restrictions mark “N/A”):

(Continue)



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To be completed by: **EMPLOYER**

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INTERNSHIP Employer / Manager Data Sheet

Employer Name: _____

Address: _____

City, St, Zip: _____

Phone: _____

Website: _____

Industry: _____

Job Information:

Supervisor's Name: _____

Title: _____

Shift: _____

Telephone No. _____; Best time to call: _____

Fax: _____

E-Mail: _____

Student's Job Description: _____

Please verify how many hours student works each week: _____

APPROVED BY:

Manager
Please sign &
date HERE

Vic Villarreal, Ph.D. (Intern Coordinator - Instructor) Date _____

Employer / Manager Signature Date _____



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RETURN
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WITH
supplemental
pages, per
questions below

To be completed by: **STUDENT**, and returned to Instructor.

NAME _____

DATE _____

EMPLOYER _____

**Separately, please answer the following questions – *in detail*,
and in complete sentences.**

**Also, please type out our responses, no hand written submissions will be
accepted. If submitting via email, please only use MS Word.**

Your responses must be ‘clean’ – spelling, grammar and diction.

I. PERSONAL OBJECTIVES, JOB DESCRIPTION AND RESPONSIBILITIES

- A. How and when did you get hired and start your job?
- B. What is your job title and your place in the organization? (Give general information about your duties and responsibilities)
- C. What are your personal objectives for the internship?
(VERY IMPORTANT questions, answer with as much detail as possible).
- D. Identify your firm's organizational structure (think back to your BUSI 1301 class for more on Org. Structure)? (in addition, be sure to include an organizational chart – attach if needed.)

II. INITIAL PROJECT SITUATION ANALYSIS

- A. What problem or situation, for which your management expertise may resolve, have you observed – list at least three:
- B. How do you feel you can you best utilize your management expertise in your current position?
- C. From an academic and practical point of view, what changes do you observe may need to occur within your work-environment for which you may be able to facilitate?



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WITH
supplemental
pages, per
questions below

MISC EMPLOYER INFORMATION

- A. Describe your employer's target market.**
- B. How has your employer positioned the firm within the market (local, state, or national market, whichever is most appropriate)?**
- C. How many direct competitors does your employer have and who are they?**
- D. Who does your employer consider as indirect competitors?**
- E. Where does your employer feel they rank in the competitive scheme?**
- F. Is your employer's organization growing or decreasing over the past 1 to 5 years (in terms of employees AND gross revenue)?**
- G. At what rate it is growing or decreasing (%)? And why (in your opinion)?**



Management Department

1020 Grove Blvd. Bldg. G, Rm. 9143, Austin, TX 78741

Riverside Campus

A Department of the Business Studies Division - ACC

**RETURN
to instructor
Page 5 of 5**

PLEASE RETURN THIS ORIGINAL COPY TO YOUR INSTRUCTOR!

(Remove this page and submit your instructor)

Student Statement of Understanding and Agreement

1. I have read, understand and agree to abide by all provisions set forth within the ACC Student handbook;
2. I have also read, understand and agree to abide by all provisions set forth within the Course Syllabus for this class;
3. I will demonstrate professional courtesy to all peer students and to the Instructor;
4. I am also aware of my duty and responsibility within this course.

Student's Name (Please Print)

Student's Signature

Date

Student Contact Information:

(None of this information will be shared – information is for instructor files)

Student Name (Please Print) _____

Student Email Address: _____

Student's Preferred Phone Number: _____
(For Instructor contact)

Do you have any scheduled plans for a vacation or other break which will require you to miss class sessions?

_____ Yes, If yes: list dates here: _____

_____ No.