



**UNIVERSITY OF NEBRASKA AT OMAHA
COLLEGE OF BUSINESS ADMINISTRATION
MANAGEMENT DEPARTMENT**

Internship Course Syllabus
MGMT 4510 / 4520 | SCMT 4540

Course Description: This course enables students to earn credit for qualifying internships/job experiences in their areas of study (Management & Leadership, Human Resource Management, Supply Chain Management).

Course Objectives: Each internship position is unique, and the experience depends on the needs of the employer and student qualifications. The following are general course objectives. Students will....

- Gain practical experience in their respective fields of study.
- Become more comfortable working in a professional business setting.
- Expand their professional networks.
- Understand the importance of dress codes in professional settings.
- Improve their interpersonal and communications skills.

Prerequisites: Students should have completed the following prerequisites:

- Have a declared concentration in Management, Human Resources Management, and/or Supply Chain Management
- Cumulative UNO GPA of a 2.50 minimum
- Junior or Senior standing
- Have earned a “C+” or higher in foundation courses PRIOR to the start of the internship course.

The internship courses and their foundation courses are specified below:

- MGMT 4510 Management Internship
 - Complete MGMT 3490 with a “C+” or higher
- MGMT 4520 Human Resources Management Internship
 - Complete MGMT 3490 and MGMT 4030 with a “C+” or higher
- SCMT 4540 Supply Chain Management Internship
 - Complete MGMT 3490 and SCMT 3410 with a “C+” or higher

Expectations and UNO Academic Requirements:

Once all of the requirements have been met, a grade will be issued.

Component	Weight	Description
Written log of work activities	10%	Keep a <u>written log</u> of your work activities ... nothing formal, just the facts
Midterm Report	15%	Complete a short (1-2 page) written interim summary of your internship experience.
Final Report	65%	At the end of the semester, submit a report addressing each questionnaire item provided below and on Canvas.
Final Student Survey	5%	Complete a short survey on your internship experience (Likert-scale questionnaire) to help improve the MGMT/SCMT Internship Program.
Employer Survey	5%	The Internship Coordinator will contact the employer to verify hours and the work performed.

Please don't hesitate to reach out if you have questions, comments, or concerns. We look forward to working with you.

Contact Information:

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Midterm Report

For the mid-semester "check-up," respond to the items below. Keep your answers concise—all four questions combined shouldn't be more than two (2) pages in length, single-spaced.

- 1) What are some of your current duties and/or projects you're working on?
- 2) What have you learned on-the-job thus far?
- 3) What is one something you learned in class that you have seen 'on the job' (any connection?)
- 4) What are your general impressions of the job so far? Positive? Not-so-much? [This is confidential, so please be honest--I do NOT share your responses with your employer.]

This is meant to be a simple check in to see how you're doing ... so keep it simple.

Final Report

For your Final Paper, respond to each question below (approximately one paragraph per question). Provide details but be clear and concise in your responses. The length of the completed questionnaire should be at least 3 pages, single-spaced. (*Note that the report should be professional - grammar, spelling, and punctuation matter.*)

1. Discuss how you have grown professionally through this internship experience.
2. Identify what you observed about the employer's culture that you specifically liked and disliked.
3. What surprised you the most as you went through this internship experience, either related to the specific job duties, the company, and/or the industry?
4. What did you like the least overall about this internship experience?
5. Discuss how the technical knowledge you received from the classroom played a role in your internship. Provide one specific example of when you had to apply what you have learned in the classroom to your "real-world" experience.
6. How did this internship experience change your perception of the profession?
7. How did this internship experience influence your future career goals?
8. Identify the most significant thing you learned about yourself during this internship experience.
9. If you could go back in time, what would you tell yourself the day you started this internship based on what you know now?
10. If your employer called you today and offered you a full-time position with competitive pay and benefits would you accept? Why or why not? (*Note: If you have already been extended a full-time offer, discuss why you chose to accept or decline.*)

Post-Internship Survey

After the formal portion of your internship is complete, we request your feedback to learn how the internship went for you and identify opportunities to improve the Management & Leadership, Human Resource Management, and Supply Chain Management Internship Program. This will be completed via a survey link on Canvas and will include the following:

- Student's Name:
- Company Name:
- Internship Supervisor's Name:
- Job/Internship Title:

For each item, indicate your level of agreement with each statement. Please also provide any comments you may have to support your answer.

5	4	3	2	1	0
<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Not Applicable</i>

1. The on-boarding process at the company was structured, and I was quickly able to focus on my job.
2. Co-workers and company management made me feel welcome and a part of the team.
3. My supervisor clearly explained job expectations and provided me with training and tools necessary to do my job.
4. I developed professionally during this intern period.
5. I was prepared academically for the internship.
6. The internship helped improve my business skills (writing, speaking, problem solving, etc.).
7. I learned a lot about the industry and company.
8. Overall, the internship met all of my expectations.
9. I plan to pursue a post-graduation career in this industry.
10. I plan to pursue a post-graduation career with this company.

Additional Comments: