

## **MBA Internship for Academic Credit Policy**

Students seeking academic credit for an internship must complete a research paper in addition to fulfilling their work commitment with an employer in the metropolitan area.

Course registration can be completed following receipt of an offer letter from an employer that provides details regarding the internship and completion of the MBA Internship for Academic Credit Agreement.

### **Preparing the MBA Internship for Academic Credit Agreement:**

When completing the MBA Internship for Academic Credit Agreement, provide three learning objectives for your internship and expand on how those will be accomplished. A learning objective is a specific discipline-based knowledge or skill that you will learn as a result of the internship. Learning objectives are not a job description or list of tasks, duties or projects. They reflect knowledge or skills related to your major field of study. Please note that the majority of your final paper will be based on these learning objectives, so be specific.

Submit the completed and signed agreement to the MBA Director, MH 312. The agreement may also be submitted via email ([mba@unomaha.edu](mailto:mba@unomaha.edu)). A Permission Number will be provided upon receipt of the agreement that will enable the student to register for BSAD 8900 Independent Research. The agreement will serve as both the syllabus for the Independent Study project and the outline for the final paper due at the end of the semester.

### **Final Paper – submission date and instructions – for 1 credit hour of academic credit:**

At the end of the semester (by Friday of Finals Week @ 11:59 PM), turn in a 3500-4500 word internship report. You may send your report to the Internship Coordinator two weeks prior to this date in order to receive feedback and edits before you turn in your final paper. Include the following:

- a) Introduction: Overview about the industry and the history of the organization. Discuss your role in the organization. (1-2 pages)
- b) Discuss your accomplishments and tie them back to your learning objectives (4-6 pages)
  - a. What did the company expect you to accomplish? Identify specific outcomes you were asked to achieve.
  - b. How did you accomplish it? Explain what you did and what you learned.
  - c. Discuss the results. What were the measurable outcomes or how did you determine the effectiveness of your efforts? If you could do the project/task over again, what would you do differently?
- c) Conclusion: Provide feedback on one or two positives about your internship as well as one or two areas that could be improved (either how you could have improved your performance or how the organization could have improved its performance). How did your expectations of the internship before you started compare with what you experienced? Did it help shape your career goals in any way? (1-2 pages)