

NORTHERN KENTUCKY UNIVERSITY
Haile/US Bank College of Business
Department of Management

Syllabus for CEP 300, HRM 396, MGT 396 (Internship/Co-Op)
Spring 2021

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I. THE HAILE/US BANK COLLEGE OF BUSINESS

A. Our Vision

The College of Business seeks to enrich the lives of its students and help transform its communities.

B. Our Mission

The mission of the Haile/US Bank College of Business is to educate and connect with Northern Kentucky/Greater Cincinnati communities by delivering globally relevant, innovative, and sustainable programs and practices while engaging in scholarly and applied inquiry.

II. COURSE INFORMATION

A. Course Description and Objectives

The course catalog give the following description for Management and Human Resource Management internships:

Application of theoretical knowledge in solving business problems through consulting and counseling with business owners; group work in case analysis and problem solving.

Internships in Management and Human Resource Management are designed to provide class credit for students to apply their knowledge and skill to work-related projects and to further develop their knowledge and skill in Management or Human Resource Management.

B. Learning Objectives

The learning objectives are determined by the student in their application for internship and the assessment of the learning outcomes is measured through several course assignments and evaluations, as described in the Course Work section below.

III. COURSE WORK

A. Weekly Work Diary (30 points- 15 points midterm and 15 points end)

During your internship you will write a weekly work diary of your Management or Human Resource Management related work activities. The purpose of this diary is to provide you an opportunity to reflect on your learning and to provide a record of your work and accomplishments during your internship. To guide you in writing your diary, I have posted on Canvas a sample diary submitted by a previous student. You will submit the week-by-week diary near the midpoint and again near the end of the semester during your internship. You will submit your diary through Canvas.

B. Learning Report (60 points)

Near the end of the semester you will submit a learning report that describes how you met the learning objectives that you created for the internship. In this report you will describe your major accomplishments and the knowledge and skill you developed during the internship. I have included a brief example below for illustration.

Project (or major Duty): Team developed and delivered 2-hour training session for managers in regard to effective hiring practices and the Americans with Disabilities Act.

My contributions: worked in 3-person team to design training, develop training materials, and to deliver the training. Work included:

- identifying training objectives,
- creating training materials such as:
 - a 30 minute PowerPoint presentation about the Americans with Disabilities Act and its implications for staffing,
 - 10 open-ended discussion questions for discussing the presentation
 - a 15 minute video on providing reasonable accommodation for employees with disabilities.
 - a 3-page case study as an application assignment for trainees.
 - 10 open-ended discussion questions pertaining to the case study.

Results: 90% of the managers mastered the training objectives, 85% of the managers reported the training as either "useful" or "very useful." The training director evaluated our work as overall outstanding, the highest rating that can be earned.

What I learned: I learned several important lessons from this project.

- Creating a professional quality 15 minute video was much more time consuming than I had thought. We had an in-house studio to use and still took the larger part of a work day to complete the video.
- Writing the training objectives and training materials required all of us on the team to have a very good understanding of hiring practices and the ADA.
- I am grateful to have had an opportunity to apply some of my knowledge from my Training and Development class at NKU, especially with the training objectives and the training materials and activities.

Your learning report will include information like that shown in the example above for the larger, well-defined projects you worked on. For the smaller or less-defined work, you may not be able to provide all the information, such as results, if the results aren't known. At the end of your report you will include a self-evaluation on how well you met the learning objectives you set for yourself. Make sure you indicate which objectives were fully met, partially met, or not attempted.

For a longer duration internship (3 credit hours), the overall report should be around 10 pages double-spaced. I do not penalize for going over 10 pages as long as the added material has weight to it. Shorter duration internships can have proportionally fewer pages. You will submit this report through Canvas.

C. Resume Update (10 points)

Near the end of the semester you will update your resume to reflect the accomplishments you made in your internship. Each resume entry should include a brief description of the situation (or

specific work project), your specific contributions to it, and the results that were achieved. You need not submit your entire resume, just the portion for your internship. You will submit this through Canvas.

D. Work Supervisor’s Evaluation of Your Performance (50 points- 25 points for mid-term eval. and 25 points for final eval.)

Your work supervisor will evaluate your performance as an intern near the midpoint and endpoint of your internship/coop. Administrators for the internship/co-op programs will send an email request to your supervisor to evaluate your performance and the internship/co-op program. Keep in mind that your professor is not responsible for sending the email or reminding your work supervisor to complete the evaluation. Please remind your supervisor to check “spam” and “junk email” folders for this message and to complete the evaluations by the deadline.

IV. EXPECTATIONS AND POLICIES

A. Policy for Making-up Graded Work

Please make every effort to submit your work in a timely manner. I want to make sure that I can allocate the time I need to assessing your work. If you are late submitting your work at the end of the semester, you will likely earn an Incomplete grade until I can review your work. Once I have completed the review, I will submit the grade change for the appropriate grade.

B. Student Rights and Responsibilities

The College of Business Instructional Guidelines (June 2009) include the following statements:

The maintenance of academic standards and integrity includes the obligation not to cheat or plagiarize. A student who uses a dishonest or deceitful means to obtain a grade is guilty of cheating; a student who submits another’s work as one’s own without adequate attribution is guilty of plagiarism. Identical work will earn a grade of zero.

Students are fully responsible for learning the course content and material disseminated in the class. Absences do not release you from this responsibility.

The NKU Code of Student Rights and Responsibilities describes the Student Honor Code.

This Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students

uphold the letter and the spirit of the Honor Code. Students may view the complete honor code at: <http://deanofstudents.nku.edu/policies/student-rights.html#policies>.

The College of Business has in addition its own *Code of Student Conduct*, created by student organizations. Please visit the College website at <http://www.nku.edu/~cob/CodeConduct.htm>

C. Students with Disabilities

The Office of Disability Services has provided this information:

The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to me from the Disability Programs and Services Office (SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at <http://disability.nku.edu>.

V. GRADING

A. Grade Calculation

Weekly Work Diary:	30 points (15 points mid-term, 15 points end)
Learning Report:	60 points
Resume Update	10 points
Work Supervisor Evaluations:	50 points (25 points mid-term evaluation, 25 points final evaluation)
<i>Total:</i>	<i>150 points</i>

B. Grading Scale

I will base your course grades on the number of points you earn in the semester and the grading scale shown below. Keep in mind that this class is an upper-division class that will require your regular class attendance, timely completion of the assigned reading, thoughtful, well-developed, and clearly-written papers, and effective study behaviors in order to be successful.

The grading standards are:

Letter Grade	Percent Equal to or Greater Than	Grade Points Earned
A	93	4.00
A-	90	3.67
B+	87	3.33
B	83	3.00
B-	80	2.67
C+	77	2.33
C	73	2.00
C-	70	1.67

D+	67	1.33
D	60	1.00
F	0	0

C. Procedural Fairness

I will strive to use a fair process when scoring your assignments and when determining the final grades. After each assignment, you will have the opportunity to submit an appeal for to re-consideration of your score. The appeal must be made within one week after I provide written feedback to you. I will review each written appeal and will let you know my thoughts on the matter. If you desire, you may meet with me in person to discuss the scoring after I have reviewed and returned your written appeal.

VI. IMPORTANT DATES

Since internships and co-ops assignments vary in length, it is not possible for me to create a single schedule that will work for every student. Some assignments are due at the mid-point of your internship or co-op and others are due before the end of the semester.

Date	Assignment
11 JAN	Semester Begins
Internship/Co-op Midpoint	Weekly Work Diary for first half is due.
Internship/Co-op Midpoint	First work supervisor evaluation is due. Supervisor will receive an e-mail notice and will complete the evaluation online.
26 APR	Weekly Work Diary for second half is due.
26 APR	Final work supervisor evaluation is due. Supervisor will receive an e-mail notice and will complete the evaluation online.
1 MAY	Learning Report is due
3 MAY	Resume Update is due.
7 MAY	Semester Ends (Last day of finals).