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# BUS 475

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## Internship In Business

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Prof. Mary R. Dittman | Spring 2021

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### Class Meetings

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This is an online class. There are no class meetings. The course is accessible via Blackboard.

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### Contact Info

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Office: FH 263A

843.661.1495

[mdittman@fmarion.edu](mailto:mdittman@fmarion.edu)

[MaryDittman.com](http://MaryDittman.com)

### Purpose

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The Internship Program exists to give business majors the opportunity to work in local organizations for course credit. In addition to course credit, the students may or may not be paid by the organization.

BUS 475 is offered Fall, Spring, Summer 2.

## Grading

Supervisor Evaluation: 30% of grade

Internship MAP: 10% of grade

Internship Independent Project Proposal: 10% of grade

Submission of Weekly Project Journals: 20% of grade

Completion of Final Report: 10% of grade

Completion of Independent Project: 10% of grade

Completion of Final Evaluation: 10% of grade

## Prerequisites

1. Completion of appropriate 300-level classes with a cumulative GPA of 2.5 or higher.
2. Full- or conditional acceptance to the School of Business.

### Grade Scale

A 90+

B+ 87 - 89

B 80 - 86

C+ 77 - 79

C 70 - 76

D+ 67 - 69

D 60 - 66

F 59 or lower

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***The only place you'll  
find Success before  
Work is in the  
dictionary!***

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***Success is when  
Preparation meets  
Opportunity.***

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***Action is the antidote  
for fear.***

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## Catalog Description

This is an educational strategy integrating classroom studies with work-based learning related to the student's academic curriculum and /or career goals. At the work site, students engage in a series of assignments documented in a learning agreement that is subsequently evaluated.

## Course Goals

To provide students with the conceptual tools and practical knowledge to:

1. Implement theory and practice in a real-world setting.
2. Function effectively in a professional environment.
3. Understand and apply basic and advanced business concepts.

## Attendance

Students are required to follow the University's attendance policy.

If you are going to be late or absent from your internship, you must email your supervisor and Prof. Dittman.

## Program Requirements

1. Students must work a minimum of 5 hours per week, beginning the week of January 25, and ending on April 26. Students are excused during University holidays. Missed hours must be made up - the student may choose to use holidays to complete missed hours.
2. Students may be asked to attend update meetings with Prof. Dittman as needed. These may be in-person, via phone, or via video conference.
3. Students will complete an Internship MAP which details what the student will accomplish during the Internship.
4. Students will submit weekly updates. A survey from the Dean of the School of Business will be required as part of one of the weekly updates.
5. Students will complete a Final Internship Report.
6. Students will complete an Internship Independent Project.
7. Students will complete an evaluation on the internship location and on their supervisor.
8. Students will read, sign, and conduct themselves in accordance with the Internship Code of Conduct.
9. Students will conduct themselves according to the policies and procedures of the organization for which they are working.
10. Students will adhere to the Francis Marion University Policy Regarding Sexual Misconduct.

## Course Schedule

DATE	NOTE
January 19	Spring Classes Begin
January 29	Internship MAP Due Signed Code of Conduct Due
Every Friday Beginning January 29	Weekly Update Memo Due
February 12	Independent Project Proposal Due
April 26	Last Day of Classes
April 27	Final Documentation Due by 12pm