

# Document Packet for Student **BUSINESS INTERNSHIP GUIDELINES**

The Citadel BADM450 2016 -2017

The information on these pages refers to BADM Internships for credit (3 hours). **Please read carefully before you begin your Internship to understand your responsibilities to earn credit.** *Course prerequisites:* Junior or Senior standing, GPA 2.5 or higher, instructor approval, Assoc. Provost approval, other administrative approval as needed.

## **COURSE OBJECTIVE**

The purpose of this course is to give the student real-world experience to complement his/her classroom education. Interns will learn about the variety of issues faced by firms and their managers, and will learn about the development of solutions for business challenges. Interns must complete a minimum of 90 hours (typically 9-10 hours per week) working with host organizations.

## **SELECTING A HOST**

We will help you find a host appropriate to your career interests. Contact Shawn Swartwood ([sswartwo@citadel.edu](mailto:sswartwo@citadel.edu)) 843-655-4442 to arrange a meeting to discuss your interests and possible hosts.

## **COURSE REQUIREMENTS**

1. **Register** for BADM 450 in the correct term and pay appropriate tuition/fees.
2. **Complete** (1) the BUSINESS INTERN DUTIES and WORK SCHEDULE and (2) the ACADEMIC INTERNSHIP APPLICATION forms and submit these forms for approval at the beginning of the semester. Your internship cannot be approved until these forms are received and approved.
3. Complete a minimum of **90 hours of appropriate experience** with the host firm, and **meet all reporting requirements**, including **all weekly progress reports** and the **comprehensive final report, by deadlines**.
4. **Take initiative** in **each day** with the host firm in order **to have a variety of duties and experiences** that significantly enhance your understanding of business, in general, and your understanding of the host business and industry, in particular. The experience derived is of primary importance, thus internships are typically unpaid. However, compensation is allowed.

## **REPORTING & DOCUMENTATION REQUIREMENTS**

1. **DAILY LOGS:** In *MS Word*, compile a well-organized **Daily Log** with a **one-page** entry for **each day** you have intern experiences at the firm. On the **top** half of each page, **describe the things you did** at work that day. On the **bottom** half of the page, **describe and discuss what you learned** from your experiences that day, **showing application of your Business Administration courses**. This journal may be reviewed at any time over the course of your internship. **Take initiative to keep learning, and record the results.**
2. **WEEKLY REPORT:** Each week (*by 8:00 p.m. every Friday*), send a copy of your Daily Log entries for the week (as an e-mail attachment) to [sswartwo@citadel.edu](mailto:sswartwo@citadel.edu) and retain a copy for your records).

**IMPORTANT:** Failure to send weekly progress reports will prevent you from passing the course.

3. **FINAL REPORT:** Each student is to write a **Comprehensive Final Report** (see details below). This should be treated as a **major project** and should be professionally executed. This report is to be **submitted in a one-inch white presentation binder**, and is **due on or before the first day of the final exam period**.

4. **FIRM AND STUDENT EVALUATIONS:** Your firm supervisor will rate your performance via an **Evaluation Form** you are to provide him/her at the start of the semester. Please have your firm supervisor **fax** this completed form to Shawn Swartwood at **843.655-4442** or email to [sswartwo@citadel.edu](mailto:sswartwo@citadel.edu) on your last day with the firm.

You are also to complete a brief **Evaluation Form** (provided to you with the syllabus) which rates the quality of your experiences with the host firm (this evaluation is **due with your final report materials**).

## PERFORMANCE REQUIREMENTS

In Fall and Spring Terms, your work schedule must be arranged in accordance with the guidance of the Provost's Office and the Commandant's Office. Cadets may not miss Tuesday or Thursday drill periods, noon formations, evening formations, or Friday afternoon parades. One-time exceptions for unusual events at the host firm may be worked out *in advance* by Special Passes through the Commandant's Office.

Each intern is to be placed on Special Orders for the duration of the semester (done **after approval** of the application by the Assoc. Provost and Commandant's Office). Students are to strictly adhere to the indicated schedule. The only acceptable reasons for missing work at the host firm are (1) illness of the intern, (2) death or illness in the intern's family, and/or (3) an authorized absence (i.e., Special Leave or Special Orders) for school-related activities. The host firm must be notified of your need to miss work as far in advance as possible.

Interns are expected to be dependable, punctual, courteous, and well-groomed each time they report for work. Cadet interns typically wear the blazer uniform to work. Attendance at internship meetings is required (please monitor Citadel email each day for related information).

**GRADING** The **Course Grade** will be determined after consideration of:

- 40% **Daily Journal Entries** and **Weekly Progress Reports** (*complete, show initiative, on time*)
- 35% **Final Report** (*comprehensive, well-written*)
- 25% **Evaluation from the Host Firm Supervisor**

## ASSISTANCE IN FINDING INTERNSHIPS and ASSISTANCE DURING INTERNSHIPS:

Please contact Shawn Swartwood at (843) 655-4442 or via e-mail [sswartwo@citadel.edu](mailto:sswartwo@citadel.edu) whenever assistance is needed.

## FINAL REPORT INSTRUCTIONS

**Include all of the following elements in your final report.** In your work, strive to **relate concepts** studied in your courses at The Citadel to your experiences. **Organize your paper carefully**, using **headings** and **subheadings**. **Single-space, with font size of 11 or 12.**

- I **OVERVIEW OF THE INDUSTRY** in which you worked, based on your observations and on your library and internet research (*2-page MINIMUM*).
- II **OVERVIEW OF THE FIRM** in which you worked, e.g., products/services, history, structure, etc. (*2-page MINIMUM*).
- III **COMPREHENSIVE OVERVIEW** of your responsibilities, experiences, and the skills you developed during your Internship, based primarily on your Daily Journal (*3-page MINIMUM*).
- IV **CONCLUSIONS** section, offering conclusions regarding your experiences. Cite where you performed particularly well and identify the actions you will take to strengthen your skills where needed. Include specific suggestions regarding your plans for after graduation (*1-page MINIMUM*).

**Also Include: All printouts of your Daily Log entries.**

**Any additional materials** which demonstrate what you have accomplished during your Internship,

such as business plans or other projects, may be provided **in an Appendix**.

**IMPORTANT:** Compile **all Final Report materials (including your Daily Log)** in a one-inch **presentation binder**.

**ALL MATERIALS:** Are due **by the first day of final exams**.

Please contact [sswartwo@citadel.edu](mailto:sswartwo@citadel.edu) (843-655-4442) with any questions regarding your Final Report or any aspect of internship requirements.

Thank you.

## Getting Started: Business Internships BADM450

1. **Read the BUSINESS INTERNSHIP GUIDELINES** (syllabus) **carefully and completely now.** **Be sure you understand the requirements and deadlines. Ask questions as needed now.**
2. In your initial meeting with your Host Supervisor, discuss your interests and proposed duties, and **complete the BUSINESS INTERN DUTIES and WORK SCHEDULE form. Return this signed form** to Shawn Swartwood **immediately after your initial meeting with your host supervisor.** The duties and schedule must be approved by The Citadel before your internship can be approved.
3. **Complete the ACADEMIC INTERNSHIP APPLICATION form** and **return** to Shawn Swartwood **as soon as possible.** This must be approved by The Citadel and is the basis for Special Orders. (Applies to Fall and Spring Term, not Summer, internships.)
4. **Start and maintain your Daily Journal** in MS Word (see the GUIDELINES for details). Samples are available to view, so you can understand expectations.
5. **By 8:00 p.m. every Friday,** email your Daily Journal entries for the week (as your **Weekly Progress Report**) to [sswartwo@citadel.edu](mailto:sswartwo@citadel.edu)
6. You should complete a draft of Sections I and II of your Final Report by midterm. This aids your performance as an intern, and helps you be prepared to complete your Final Report.
7. Complete Sections III and IV of your Final Report before the last day of classes.
8. All materials (Final Report and both Evaluation Forms) are due by the first day of the final exam period. Your completed evaluation form is to be included in your Final Report. The host evaluation form is to be faxed or emailed to me directly.
9. Any related questions or concerns at any point: please contact Shawn Swartwood via phone (843-655-4442) or email ([sswartwo@citadel.edu](mailto:sswartwo@citadel.edu)) immediately.

## EVALUATION FOR FINAL GRADE, BADM 450 Business Internships

Intern \_\_\_\_\_ Term/Year \_\_\_\_\_

### Weekly Progress Reports

- |    |                       |   |   |
|----|-----------------------|---|---|
| 1. | Number received _____ |   |   |
| 2. | Met every deadline    | Y | N |

### Daily Journal (for every day worked)

- |    |                                            |   |   |
|----|--------------------------------------------|---|---|
| 1. | Description of Duties Performed            |   |   |
|    | a. Entries made consistently?              | Y | N |
|    | b. Entries clear/adequate in detail?       | Y | N |
| 2. | Description of Learning                    |   |   |
|    | a. Entries made consistently?              | Y | N |
|    | b. Entries clear/adequate in detail?       | Y | N |
|    | c. Do entries show significant initiative? | Y | N |

### Final Report (per syllabus instructions)

- |    |                                                                   |   |   |
|----|-------------------------------------------------------------------|---|---|
| 1. | <b>Overview of the Industry</b>                                   |   |   |
|    | a. Well organized?                                                | Y | N |
|    | b. Show evidence of adequate research?                            | Y | N |
|    | c. Clear logic/strongly written?                                  | Y | N |
| 2. | <b>Overview of the Firm</b>                                       |   |   |
|    | a. Well organized?                                                | Y | N |
|    | b. Adequate in scope?                                             | Y | N |
|    | c. Clear logic/strongly written?                                  | Y | N |
| 3. | <b>Summary of Responsibilities, Experiences, Skills Developed</b> | Y | N |
|    | a. Well organized?                                                | Y | N |
|    | b. Adequate in scope?                                             | Y | N |
|    | c. Clear logic/strongly written?                                  | Y | N |
| 4. | <b>Conclusions and Suggestions for Action Section</b>             |   |   |
|    | a. Well organized?                                                | Y | N |
|    | b. Adequate in scope?                                             | Y | N |
|    | c. Clear logic/strongly written?                                  | Y | N |

### Additional Factors

---

Grade    A    B    C    D    F    I

# BUSINESS ADMINISTRATION INTERNSHIP EVALUATION FORM

## For use by Student

Please use this form to evaluate your Internship experiences with your host organization and **include** the completed form **with your Final Report materials (in binder)**.  
**The host evaluation form is to be faxed or emailed to me directly by your host supervisor.**

Your Name \_\_\_\_\_

Host Organization \_\_\_\_\_

Host Supervisor \_\_\_\_\_

1. How would you rate the overall quality of your internship experiences?

Poor            1        2        3        4        5        Excellent

2. Compared to other Business courses you have completed; how would you rate the value of your Internship?

Low Value    1        2        3        4        5        High Value

3. To what extent were you exposed to all parts of the organization's operations?

Limited        1        2        3        4        5        Extensive

4. Would you recommend that another Citadel intern be hosted by this firm?

Yes \_\_\_        No \_\_\_        Not sure \_\_\_        Please explain the rationale for your choice.

5. How would you modify the organization of Business Internships to improve student experiences?

6. What advice would you have for another student considering an internship with this host firm?

7. Any additional comments or suggestions?

**Thank you**

# Academic Internship Application

Student Name \_\_\_\_\_ Date \_\_\_\_\_ Request No. \_\_\_\_\_

CWID \_\_\_\_\_ Class \_\_\_\_\_ Cadet Company \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_

Dates of Internship: Start \_\_\_\_\_ End \_\_\_\_\_ Days/Times of Internship \_\_\_\_\_

Description of Internship:

Business/Organization

\_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_

State: SC

Host Supervisor's Name and Title

\_\_\_\_\_

Host Supervisor's Phone \_\_\_\_\_ Host Supervisor's Email \_\_\_\_\_

Intern Responsibilities

\_\_\_\_\_

\_\_\_\_\_

Designated Leave Uniform: Blazer or \_\_\_\_\_ Mode of Travel: POV Individual Accompanying Cadet(s):  
N/A

Approval Recommended by: Internship Advisor \_\_\_\_\_ Date \_\_\_\_\_

Internship application must be signed by student. Original will be maintained by department that is recommending internship. Orders will be entered by the department, and approval will appear as orders published by the Commandant's Office. A student may register for BADM 450 two times.

## CADET INTERNSHIP CONTRACT/AGREEMENT

1. I understand that I am representing The Citadel and that I will fulfill in a professional manner all internship obligations relating to Citadel rules on internships as well as internship-specific responsibilities.
2. I understand that I must leave from and return to campus in the leave uniform for my classification.
3. I understand that the internship must be scheduled so that it does not interfere with my classes or required military functions. Internships may be scheduled from 1245-1745 hours Monday through Thursday, and/or prior to parade on Fridays.
4. I understand that I am required to sign in and out of my barracks in the standard, prescribed way, indicating "Internship", and that I must observe the internship schedule as indicated above. I understand that I am not to use the period for which I have signed out for "Internship" for any activity other than those solely and directly related to the internship.

Revised 9/27/16

5. I understand that I must, should I not be able to attend my internship on the scheduled day, notify my internship site supervisor and my departmental internship advisor at least 24 hours in advance, if possible.
6. I understand that, by signing this document, I agree to abide by all requirements set forth above and that, if I violate these requirements, my internship will be cancelled and no course credit will be rewarded.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Rev. 9.22.14