Career Internship
University 490 – Bachelor of Arts in General Studies (BGS) Section
Syllabus

I. Introduction

The Internship provides qualified students with a supervised program of practical experience in various career fields. This syllabus contains the guidelines for the course and is intended to clarify the student’s requirements. Internship credits are available only for pre-approved work experiences that serve to expand the range of the student’s college level employment duties and responsibilities.

II. Objectives

An Internship is a unique educational experience and offers specific goals relative to student achievement as follows:

1. Provides the intern with relevant information about the intended career field.

2. Acquaints the intern with the physical, technical, academic, and environmental requirements of a new and possible future position.

3. Develops the intern’s writing and communication skills. *It is expected that writing development, utilizing professional writing standards and expectations will be integral to a student’s evaluation. This course qualifies as a BGS Writing course.*

4. Allows the intern to plan an academic program which will expand his or her learning and career options.

III. Internship Application Requirements

1. Have a minimum 2.00 GPA and Junior or Senior standing.

2. Accept the satisfactory – unsatisfactory grading basis.

3. Discuss internship requirements and application procedures with your BGS advisor (in person, phone, or email).

4. Submit to the Executive Director, Bachelor of Arts in General Studies:
   a) University 490 Application
   b) Proposed Internship Training Schedule
   Each intern must formulate, in cooperation with the participating company, a Proposed Training Schedule that will include a detailed summary of the college level duties and responsibilities of the intern. This Schedule should follow the UNIV 490 Internship Semester Hour Credit Ratio: one week full-time college
level employment, 40 hours equals 1 semester hour credit. An internship cannot be granted for current job duties and responsibilities.

The company supervisor’s approval of the Proposed Internship Training Schedule is required prior to submission of the application to the Executive Director. The Executive Director (Internship Coordinator) will review the Application and Proposed Training Schedule. The student will be notified of the status of the Application via email. Degree program staff will register the student for the number of semester hours requested for the internship (2-12 semester hours).

Please note: You will be assessed in-state hourly tuition plus the $50 per semester hour instructional enhancement charge.

IV. Requirements

The intern must complete all of the following requirements in a timely and acceptable manner. Failure to complete any of the requirements, without written permission from the Internship Coordinator will result in a grade of unsatisfactory for the course.

A. Site Duties

The intern is to perform the assigned college level duties and professional responsibilities as outlined in the Proposed Training Schedule for the appropriate number of weeks as determined in agreement with the company supervisor and Internship Coordinator.

B. Weekly Assignments

Weekly assignments will consist of two items:
1. A Weekly Activity Log (see directions below)
2. A Weekly Report (see directions below)

1. Weekly Activity Logs

An Activity Log must be submitted each week using the form on page 8. The sample on pages 9 and 10 may be used as a guide. This form should be neatly typed. Activities should be entered daily with all columns completed as accurately as possible. Multiple entries should be made for each day, separated by type of duty. Your supervisor must approve the Activity Log before you send it to the Internship Coordinator. The approval can be in the form of an email directed to the Internship Coordinator. You can email the activity log to the Internship Coordinator at BGS@wiu.edu

2. Weekly Reports

Each intern is responsible for completing one professional business report for each week of the internship using the format provided on page 6 and the sample on page 7. All
reports must be neatly typed on company letterhead, if available. Your supervisor must sign the report before you send it to the Internship Coordinator. Reports must be mailed no later than Wednesday following the week documented. If a report is to be mailed late, inform the Internship Coordinator by the Wednesday it is due to be mailed. Indicate why it is late and the expected date the report will be mailed. Keep copies of all reports. Send all reports to: Dr. Richard W. Carter, Executive Director, Bachelor of Arts in General Studies via email to BGS@wiu.edu or via surface mail at Horrabin Hall 6, Western Illinois University, 1 University Circle, Macomb, IL 61455.

*The Internship Coordinator will review your reports and may return them to you requesting that the reports be revised to meet professional writing standards. The revised reports are required to be resubmitted to the Internship Coordinator for appropriate credit. In addition, the Internship Coordinator will review your reports and may return them to you with comments. Incorporate these comments, as appropriate, in subsequent reports.*

A. **First Weekly Report**

The first Weekly Report should be a description of the company/agency using the format provided on page 5. This should include such information as products and/or services provided, type of customers, and methods of operations. If the company has a general booklet covering this information, a copy should be included with the first Weekly Report.

B. **Weekly Reports for the Second Week through the End of the Internship**

Weekly Reports do not have to necessarily reflect the past week’s work, rather the reports should reflect processes or procedures that you have experienced in your work. Reports may also cover any area within the scope of your internship company/agency. As you work, keep a list of potential topics that you may want to include in future Weekly Reports.

C. **Map and Written Directions**

With your first Weekly Report, mail a map and written directions to your place of employment for a possible visit from the Internship Coordinator. Here are a few pointers for drawing maps:

1. Assume the Internship Coordinator will be coming from Macomb.
2. Maps are always drawn with North at the top of the page.
3. Give approximate distances (i.e., 3 miles past McDonalds).
4. Good routes to your site without detours are appreciated.
5. Generally, the town is not hard to find, but details in town are what is needed.
6. Include written instructions to correspond with the map.
D. **Final Report**

The Final Report, in addition to the final Weekly Report, is to be written no later than the last week of the internship. The Final Report should be a self-analysis of the intern’s experiences and knowledge gained during the internship. See page 11 for format and questions. The Final Report must be received no later than one week following completion of the final week of the internship.

V. **Coordinator Visit/Interview**

Interns may receive a personal visit by the Internship Coordinator before the end of the internship period. There will be no unannounced visits. The intern will receive a letter or telephone call announcing the time and date of the visit and requesting a brief conference with the supervisor and any other personnel the company or intern believes the Coordinator should meet. Upon receipt of this letter/telephone call, the intern must arrange the conference with the supervisor and within two days send written confirmation of the date and time to the Coordinator. Confirmation may also be made by telephone call or email to the Coordinator. A short tour of the company facilities is expected as part of the visit. If there is a conflict with the proposed visit by the Coordinator, the intern should call the Coordinator immediately and reschedule the visit. At the request of the Coordinator, a telephone call interview, a conference call, or a video link may be scheduled in place of a personal visit.

VI. **Evaluation**

The intern will be graded on a satisfactory/unsatisfactory basis. The following criteria will be used in determining the intern’s final grade:
2. The recommendation of the company supervisor.
3. The recommendation of the Internship Coordinator.

The Internship Coordinator will provide an evaluation form to the intern’s supervisor before the end of the internship.

VII. **Exceptions**

Any requests for exceptions to the requirements stated in this syllabus must be made in writing to the Coordinator.

VIII. **Optional Text**

IX. Online Writing Resources

An online style guide is available at http://www.dianahacker.com/resdoc/ or an online writing lab is available at http://owl.english.purdue.edu/owl
(First Weekly Report)

Company Name
(use company letterhead if available)

To: (Supervisor) (Supervisor’s Title)  Date: (Date of Submission)

Dr. Richard W. Carter, Executive Director Re: Report #1
Bachelor of Arts in General Studies (Week Dates)

Company Description

From: (Your Name)

Provide the following information regarding your internship company:

A brief description of the company, to include at a minimum:

A. Products produced or services provided

B. Type of customers

C. Process or procedures utilized by the company

Also include a company brochure and/or promotional material.
Format for Additional Weekly Reports
(Reports must be typed on company letterhead)

To:  (Supervisor)  Date: (Date of submission)
     (Supervisor’s Title)

     Dr. Richard W. Carter, Executive Director  Re:  Report #
     Bachelor of Arts in General Studies  (Week Dates)
     Western Illinois University  (Subject of Report)

From: (Your Name)

The above heading must be used; no exceptions or variations will be accepted. In the areas enclosed with parentheses, place the appropriate names, titles or dates. See the following page for an example of a good report.

REPORTS MUST BE SUBMITTED WEEKLY

The purpose of each report is to develop your written communication skills by explaining what you have learned during the past week. Be prepared to write down ideas for your reports as events occur during the week. Include copies of any reports, charts, illustrations, etc., that will clarify your reports. You must obtain your supervisor’s permission to send materials to the Coordinator. Western respects the confidentiality of some of the material that you may work with (i.e., OSHA reports, financial data, or proprietary information). Do not focus only upon details but relate principles and concepts of what you are learning. Your supervisor must initial or sign these reports before you send them to the Coordinator. **NOTE: The purpose of these reports is not to restate the information contained in the Activity Log, but to fully describe a process or procedure.**

Your supervisor should designate another person to sign reports in his or her absence. If no one is available to sign the report, contact the Coordinator to explain why your report will be late.

When writing your reports, use passive voice (write without personal pronouns: I, you, he, she, it, we, they, me, him, her, them, and us). In business report writing, the author of the report is assumed to be doing the action or making the recommendation. Therefore, sentences like “I learned that a mark sheet, which is simply a sheet of goldenrod, should be used when making a book?” should read, “A marked sheet, which is simply a sheet of goldenrod, should be used when making a book.”
To: Dr. Richard W. Carter  
Internship Coordinator  
Western Illinois University  
From: Ima Student  

May 19, 2008  
Re: Report #10  
Human Resource Planning

Benchmarking provides organizations with an opportunity to conduct business re-engineering in a fashion which results in the identification of the practices for the core processes of the business. This helps the organization to simultaneously meet world class performance standards and determine opportunities for making a break-through performance. Benchmarking practices go beyond the competitive analysis approach because they require the assessment of the process performance of not only direct competitors but also major companies across all industries. To successfully conduct a benchmarking process, organizations must follow six steps: identifying what to improve, pinpointing what to benchmark, creating a benchmark team, looking for benchmark partners, gathering and examining information gathered, and implementing action of improvement.

The fundamental objective of any business re-engineering effort is the creation of a profitable and substantial competitive advantage. For the business manager, this presents a basic question of operation strategy. There are three basic operating strategies for creation of competitive advantage. A business can pursue a cost strategy by being the low-cost producer with quality, or the company can embrace a value strategy by offering more value to the customer than the competition is able or willing to provide while maintaining proximity on cost. The third choice is a hybrid of the first two. Business re-engineering demands process for identifying “best practices” for the core processes of business. This requires setting world class performance targets while also identifying break-through opportunities for achieving those targets. Benchmarking is a process that will satisfy this demand. Benchmarking has been defined in a number of ways such as: a process for identifying and learning from the best practices in the world; “a search for, and application of significantly better practices that lead to superior competitive performance,” and a process of comparing the business performance of one organization against another to gain information about the “best practices” which will lead to superior performance.

Benchmarking is not just a new name for the conventional analytical activities that might be gathered under the name of the competitive analysis. Benchmarking goes beyond competitive analysis leading the business to evaluate the process performance of leading-edge companies, rather than just direct competitors.

The objective of benchmarking is to accelerate the process of business re-engineering and achieve quantum performance improvements through adapting best practices of recognized organizations. In a way that leads to break through improvements in products, services, and processes; and results in total customer satisfaction and profitable competitive advantage. There are many areas that should be considered as potential candidates for application of the benchmarking process. Such as: the organization’s core competencies, significant problem area, areas of customer satisfaction or dissatisfaction, and core business processes.

The purpose of benchmarking is to accelerate the process of change through adapting the best practices of recognized excellent organizations. The objective is not just to search for what is out there, but to act upon what is found and produce improved bottom line results. Benchmarking is a powerful tool for organizations looking for break-through improvements and is an essential part of the business re-engineering process.
Weekly Activity Log
(to be mailed with weekly report)

Week _____ starting __________ ending __________

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Description and analysis of duties performed (new information learned, new skills, results or completion of tasks or projects)</th>
<th>Time spent in specific job duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. What challenges did you face this week? How did you handle the situation?

2. Give a description of the most interesting incident or experience you had during the week.

Place responses to questions on reverse side or use a separate sheet of paper
Name: Joe Smith

EXAMPLE
Weekly Activity Log
(to be mailed with weekly report)

Week 3 starting 6-2-03 ending 6-6-03

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Description and analysis of duties performed (information learned, new skills, results or completion of tasks or projects)</th>
<th>Time Spent in Specific Job Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Quality control inspection of part #894578 (metal hinge) Learned use of GO-NO GO gauges. Learned how to read specification prints and procedures</td>
<td>4 hrs.</td>
</tr>
<tr>
<td></td>
<td>Entered quality control results into shop records Learned how ABC Manufacturing records quality control data</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Quality control inspection of part #876935 (locking pins) Continued use of GO-NO Go gauges. 98.9% of parts passed.</td>
<td>2 hrs</td>
</tr>
<tr>
<td></td>
<td>Revised drawings of part #874839 to reflect recent engineering Learned to follow ABC’s drafting guidelines</td>
<td>3 hrs</td>
</tr>
<tr>
<td></td>
<td>Assisted Chief Engineer in packing Tool Show Display material Material was shipped to Chicago as directed.</td>
<td>5 hrs.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Attended operations meeting with supervisor Learned that production in shop is three days behind schedule</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td></td>
<td>Operated Humbart Vertical Mill. Produced 520 end plates.</td>
<td>7.5 hrs.</td>
</tr>
<tr>
<td>Thursday</td>
<td>Operated Humbart Vertical Mill. Produced 735 end plates</td>
<td>8 hrs</td>
</tr>
<tr>
<td>Friday</td>
<td>Operated Humbart Vertical Mill. Produced 200 end plates</td>
<td>3 hrs</td>
</tr>
<tr>
<td></td>
<td>Assisted Set-Up with job set up on spot welders. Learned how to set up spot welders for welding hinge parts.</td>
<td>5 hrs</td>
</tr>
<tr>
<td>Total Hours</td>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>

1. What challenges did you face this week? How did you handle the situation?

2. Give a description of the most interesting incident or experience you had during the week.

Place responses to questions on reverse side or use a separate sheet of paper
1. **What challenges did you face this week? How did you handle the situation?**

I encountered several mistakes/problems trying to alphabetize and print out an itemized version of the job bag list. Every single client had to be printed out individually; the itemized list was not printed out all at once. The reason for so many problems was because I was unfamiliar with those functions on the program. Eventually, I was able to do both, the alphabetizing aided tremendously setting up for the itemization.

For a long time, I tried to find a way to print out the entire itemized version in one shot, but I was unable to find an option to do so. Therefore, taking the only way out, I set a page break after each individual client and then printed. Furthermore, I had to use the print function before printing each page. Due to the fact the document was so large, it took quite some time to produce the itemized version.

2. **Give a description of the most interesting incident or experience you had during the week.**

The most interesting part of my week was producing the job bag documents. Coming to understand the necessary organizational work that takes place just to prepare jobs for disposal was incredible. Working on the documents, I became more familiar with the Microsoft Excel application, and in turn, continuing to expand my software knowledge.
Final Report

(Company name, letterhead)

To:          (Supervisor’s name)  
(Supervisor’s Title)

Date: (date of submission)

Re: Final Report  
(Dates of entire internship)

Dr. Richard W. Carter, Executive Director
Bachelor of Arts in General Studies
Western Illinois University

From:        (Your Name)

Provide a self-analysis of your internship experiences containing the following:

1. A summary of what you learned during the internship.
2. A discussion of the special highlights of your internship.
3. A discussion of any areas in which you believe you need improvement.
4. A discussion of areas of academic study that helped you in your internship.
5. Suggestions for improving the BGS internship experience.
6. Your thoughts concerning the overall strengths of the internship program.
7. Your thoughts concerning the overall strengths of the BGS degree program.
8. Any other pertinent information concerning your internship or the BGS program that you believe should be brought to the attention of the Coordinator.