**INTERNATIONAL SYLLABUS**

FINC 344 and REAL 344 Fall Semester 2022

**Instructor:** Robert Holtz

**Office:** 308 J.C. Long Building

**Hours:** By appointment via Zoom

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**Prerequisites:**

**FINC 344:** 2.0+ GPA, junior standing, completed 6 credit hours of FINC coursework, or permission by Instructor, a declared major in the School of Business,

**REAL 344:** 2.0+ GPA, junior standing, completed 6 credit hours of REAL coursework, or permission by Instructor, a declared major in the School of Business

**Class times/locations:** variable by internship location

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**Course Description**

An internship is a supplemental source of learning and enhancement to the student’s academic program and career objectives through experiential education engaging the student in a unique three-way partnership between an approved agency and the school. The learning experience will be guided by a learning contract outlining specific work and academic components. A maximum of three hours of credit will be awarded.

**Learning Objectives**

The purpose of an academic credit internship is two-fold:

1) You will be performing tasks for internship hosts and learning about the field in a “real world” setting.

2) In addition to this experience, there also is an academic component that requires intellectual study of the field. An internship is a supervised learning experience guided by your Learning Contract that requires reflection of the correlation between the theory you have studied in the classroom and practice and application of the theory in a professional environment. To this end, there are specific academic requirements associated with the internship, and it is your responsibility to fulfill these requirements according to the deadlines established by the School of Business and your faculty coordinator. Simply performing well on the job will not guarantee you an “A” for the internship.

**Organization and Format**

Please note that this is a self-directed course of study designed to help prepare you for the professional world. Since your internship experience will take place outside the walls of the College, you will be expected to abide by the professional standards and responsibilities of the business world. For example, you will not be reminded of assignment deadlines. It is your responsibility to abide by the dates set forth in this Syllabus and on OAKS. It is your responsibility to follow up with your host organization supervisor to ensure your evaluations are submitted by deadline. It is your responsibility to plan ahead for the executive interview to ensure you meet
the deadline. Executives are busy, so do not wait until the last minute, or he/she may not have time to see you. It is recommended that an appointment with them be set. Your grade is based on the academic work you are submitting in addition your work experience, so do not discount the importance of submitting your work in on time and presenting your work in a professional manner.

**Grading**

A minimum of **150 hours of on-site or virtual work is required**. Your final grade will be affected for early termination of your internship. Time spent on journal entries, etc. does not count towards the 150 hours. Ideally, you will spend a minimum of 12 weeks on-site (8 weeks during the summer) and work at least 10-12 hours per week (15 hours in the summer) with your host organization supervisor. You may not work three 50-hour weeks. The purpose of spreading the internship over a semester is to give you an idea of the workflow in the field. End-of-year tasks, for example, are often quite different from the work you will be doing at the beginning of the semester. Also, please note that work conducted prior to the official beginning of your internship, as specified on your Learning Contract, **will not count toward the 150 hour minimum requirement**.

Satisfactory completion of each of the assignments noted below is the basis for earning grade and college credit for the internship. You will receive points for each of the assignments/work products. Each is to be submitted OAKS portal per the assignment folder.

1. **Internship Kickoff meeting with Robert Holtz** (*during 1st two weeks of the internship*). Please bring a printed copy of this syllabus, along with a printed copy of your resume to the meeting. We will review requirements, communication protocols, and professional expectations.

2. **Weekly Journals**: Students are required to keep a weekly journal identifying course concepts as applied in the workplace. The journal must be typed and submitted via OAKS by Sunday night. See the attached detailed checklist and follow it carefully. Each late entry will receive a 1-point deduction. *Important note: Please submit your journals comprehensively with the most recent week’s entry as the first (top) entry in the document, followed by the previous weeks’ submissions. By the end of the semester, you should have one comprehensive journal entry document with all your entries included.*

3. **Industry Analysis**: Students will submit a 3-page industry situation analysis which includes information on the size and profitability of the industry, and other key aspects of how your host organization operates in relation to the industry (see attached detailed checklist and *follow it very carefully*). The analysis must be submitted to the course instructor via OAKS per the assignment folder. Late submission will receive a deduction.

4. **Mid-Term Analysis**: Please meet with your internship host supervisor for approximately 20-30 minutes to interview them about the internship and your performance. You should specifically ask them about how well you are meeting their expectations so far in the internship, and report this *in detail* in your analysis. You should also discuss specific ways that your supervisor could improve your experience for the remaining weeks of the internship, and report these *in detail* in your analysis. Please keep in mind this is different from the Executive Interview Summary that may or may not be with your direct supervisor. This assignment is designed to focus on your performance in the internship while the focus of the Executive Interview Summary is the senior-level manager’s career path. Please submit a *1-page report* summarizing the meeting via OAKS per the assignment folder. Late submission will received a deduction.
5. **Executive Interview Summary**: Students will interview a senior-level manager about the individual's career path and professional development. Students will summarize the interview in a 1-page document submitted to the course instructor via OAKS per the assignment folder. Late submission will result in a deduction.

6. **Special Project**: The student, along with the host employer, will coordinate to select a relevant special project for assignment and completion by the student intern. Concurrent with completion of the special project, the intern will prepare an executive-level business report appropriate for submission to top management.

7. **Job Performance Evaluations**: Job performance feedback is important to help you grow and develop practical career-related experience. The Student Success Center internship coordinator will contact your internship host to complete two evaluations of your performance. The first will be completed online at mid-term, and the second will also be completed online closer to the end of the semester via SkillSurvey as part of your course grade. Typically, the internship host will review the evaluation with you.

**Grades**

The assignments described above will be graded according to the following parameters:

1) Weekly Journals 30%  
Due every Sunday at midnight

2) Industry Analysis 10%  
Per Assignment Folder

3) Executive Interview Summary 10%  
Per Assignment Folder

4) Mid-Term Analysis 10%  
Per Assignment Folder

5) Special Project 30%  
Per Assignment Folder

6) Job Performance Evaluations 10%  
Due from host at mid-term, and end of semester
(coordinated by Student Success Center)

Total 100%

**Grade Scale**

To determine your final letter grade for the course, simply add up the points you earn from the above projects and compare them with the grade scale below:

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>92-100</td>
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<tr>
<td>A-</td>
<td>90-91</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
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<tr>
<td>B</td>
<td>82-87</td>
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<tr>
<td>B-</td>
<td>80-81</td>
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<tr>
<td>C+</td>
<td>78-79</td>
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<tr>
<td>C</td>
<td>72-77</td>
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<tr>
<td>C-</td>
<td>70-71</td>
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<tr>
<td>D+</td>
<td>68-69</td>
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<tr>
<td>D</td>
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<td>D-</td>
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<td>0-59</td>
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**Writing Assistance**

If you require any assistance on written assignments required in the internship, please contact the College Skills Writing Lab and Speaking/Presentation Lab located in the Center for Student Learning (Addlestone Library, first floor). Trained writing consultants can help with writing for all courses; they offer one-to-one consultations that address everything from brainstorming and developing ideas to crafting strong sentences and documenting sources. For more information, please call 843.953.5635 or visit [http://csl.cofc.edu/labs/writing-lab](http://csl.cofc.edu/labs/writing-lab)

**Assignments**

Late submission of any assignments will result in a late penalty that will adversely affect your grade for the internship.
Honesty Policy
Honor Code: The College Honor Code will guide the behavior of each student. Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved. Students can find the complete Honor Code and all related processes in the Student Handbook at http://www.cofc.edu/generaldocuments/handbook.pdf. Special Note: Misrepresenting the work you are doing with your Host organization supervisor in journal entries, final papers, etc. equates to academic dishonesty. Such cases will be brought before the Honor Board.

Issues
It rarely happens, but sometimes there are “issues” associated with internships. This could range from host organization supervisors using the intern as a “go-fer” versus providing a good learning experience to personality conflicts or sexual harassment. If at any time you have an issue with the internship, contact your faculty supervisor as soon as possible.

OAKS
OAKS, including Gradebook, will be used for this internship throughout the semester to provide the syllabus and materials and grades for each assignment, which will be regularly posted. Students are responsible for checking the accuracy of their grades on OAKS and must bring any discrepancy to the attention of the faculty supervisor prior to the last day of the academic semester. Once grades are submitted, changes will not be made to OAKS records, and therefore no change will be made to your grade.

Students with Disabilities
Students approved for SNAP Services should meet with me after class or during my office hours during the first two weeks of classes or as soon as they are approved for services to discuss accommodations and present a copy of their SNAP-issued Professor Notification Letter (PNL). The College and I will make reasonable accommodations for persons with documented disabilities. Students should apply at the Center for Disability Services / SNAP, located on the first floor of the Lightsey Center, Suite 104.

Inclement Weather /Emergency Preparation
If the College closes and members of the community are evacuated due to inclement weather, students are responsible for taking materials with them in order to continue with course assignments consistent with instructions provided by faculty. In cases of extended periods of institution-wide closure where students have relocated, instructors may articulate a plan that allows for supplemental academic engagement despite these circumstances.
**Student Expectations**
You should expect that you will learn the following things before you end your internship:

- How to interact with business professionals in an industry setting
- Appropriate ways to interact, dress and perform your duties in a professional setting
- Professional ways of communicating verbally and in writing
- How the setting and management of your organization compares with expectations from your academic career
- Whether you are interested in pursuing a career in the professional field of your internship—or not

**Instructor’s Expectations**

**Communications with Instructor**
All communications with the instructor will take place in person during office hours, or via email. All emails must follow professional standards, including a subject line and the use of complete sentences. I will strive to return your email within 24-48 hours, as in the real world, and I will expect you to do the same.

**School of Business Expectations**
Through the successful completion of this internship, the student will address the following School of Business Learning Goals:

1) **Communication Skills**: Students demonstrate the ability, both written and spoken, to effectively present, critique, and defend ideas in a cogent, persuasive manner.

2) **Quantitative Fluency**: Students demonstrate competency in logical reasoning and data analysis skills.

3) **Global and Civic Responsibility**: Students able to identify and define social, ethical, environmental, and economic challenges at local, national, and international levels. Students also be able to integrate knowledge and skills in addressing these issues.

4) **Intellectual Innovation and Creativity**: Students demonstrate their resourcefulness and originality in addressing extemporaneous problems.

5) **Synthesis**: Students demonstrate the ability to integrate knowledge from multiple disciplines incorporating learning from both classroom and off-campus settings in the completion of complex and comprehensive tasks.