

# Academic Assignments

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**NORTHERN ARIZONA  
UNIVERSITY**  
*The W. A. Franke College of Business*

To be eligible for enrollment in the internship courses students must be admitted into the Business Professional Program and have a minimum cumulative GPA of 2.5.

## **Meet with the FCB Internship Coordinator**

Discuss your intentions to earn academic credit for an internship and what option you have. You will discuss the following paperwork:

- ✓ Objectives, Policies, and Procedures
- ✓ Job description
- ✓ Work Agreement
- ✓ Internship Approval form
- ✓ Fieldwork Experience Agreement

## **Obtain a job description from your employer**

The job description must fulfill the following requirements:

- Contain a detailed description of your internship duties broked down by percentage.
- Printed on company letterhead.
- Signed by your supervisor.

## **Complete the Work Agreement**

- To be completed and signed by the company sponsoring the FCB student intern.
- This document is an agreement between the sponsoring company, the student intern, and the FCB Career Development Office.

## **Meet with your FCB Area Coordinator or Designee and complete the Internship Approval form**

Take the job description, Work Agreement, and Internship Approval Form to meet with your Area Coordinator. They must approve the internship and determine where, if applicable, the course will fit into your academic program.

## **Sign the Fieldwork Experience Agreement**

- To be completed and signed by the student intern.
- This is an “acceptance of responsibilities” agreement for the student intern.

## **Submit all required paperwork to the FCB Internship Coordinator to check for completion**

Drop off the job description, Work Agreement, and Internship Approval Form with the FCB Internship Coordinator who will obtain final approval for earning academic credit for an internship from the FCB Office of the Dean.

## **Contact and confirmation of internship duties and program requirements**

The FCB Internship Coordinator in collaboration with the Center for International Education (CIE) will contact the student’s supervisor to ensure they understand the program requirements.

## **Registration in the course**

After all of the paperwork has been approved by the FCB Office of the Dean, the Office of Academic Services (OAS) will register you in FCB 408. You will be notified via email upon approval and registration.

## **Fulfill the work portion of the internship**

- Students receiving 3 academic credits must work a minimum of 135 hours over the course of the internship.
- Students receiving 6 academic credits must work a minimum of 270 hours over the course of the internship.

## **Login to Bb Learn weekly**

FCB 408 is facilitated through Bb Learn online learning platform. Weekly internet access is necessary to complete the course.

## **Complete the academic assignments by the corresponding due dates**

Please see the Academic Assignment section to determine what assignments you are required to complete depending on the number of academic units for which you are enrolled.

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## Journal Entries

- There will be seven (7) journal entries during the course of the semester. These should be at least one page typed, double spaced, standard Times New Roman 12 point font.
- Topics may include but are not limited to:
  - Observations as to how your internship position fits into the day-to-day functions of the department and/or organization.
  - General impressions of the supervisor/colleague with whom you work.
  - As a result of the internship, has your career objective changed in any way?

## Discussion Topics

- Three discussion topics will be presented in Bb Learn over the course of the semester. Post your answer and respond to at least two posts from your classmates to receive full points.
- Some examples of possible discussion topics:
  - What duties and responsibilities of your position are you struggling with? How are you adjusting to improve in these areas?
  - How have you been successful in your position? Where might you need improvement?
  - How do you get along with your supervisor and co-workers? What would you continue to do the same? What would you do differently?

## Industry Presentation

- The Industry Presentation will give you the opportunity to research the industry in which you are doing your internship. Knowledge of your industry will give you a framework for understanding your internship.
- In addition to industry research, you will identify learning goals to focus on while participating in your internship experience (you will reflect on your learning goals in the final assignment – the Performance Evaluation). This will be presented in a PowerPoint format through BB Learn.

## Informational Interview

- Information Interviews are a valuable source of occupational information. Directed by your interview questions, an informational interview relays firsthand experiences and impressions of someone in an occupation. The interview does not have to be highly structured, but rather it should be more of an informal conversation. Building strong relationships with career contacts is the first step of networking with people in the field in which you are interested in pursuing a career.
- Choose a manager(s) working within the business environment to interview. Interns should select manager(s) working at different levels within the organization and with different types of responsibilities. Determine what questions you will ask ahead of time and take notes throughout the interview. Write a 1-2 page summary describing what you gained from this experience.

## Job Description

- The purpose of the job description is for you to reflect on the comparison of the actual job description for which you were hire to do, with what you find yourself doing in your day-to-day internship duties. Using your own words you will develop a job description for the internship position you are currently working in, compare your job description to the job description written by your employer, and write a 1-2 page comparison summary in paragraph form.

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## **Performance Evaluation**

- A performance evaluation is intended to be a fair and balanced assessment of the intern's performance. You will complete a self-evaluation and reflect on the new skills you are learning, how you are using already acquired skills, and to identify areas where you may need improvement. Your supervisor will also complete and share their observation with you.
- Write a one to two page summary about the observations made by both parties, the final consensus of the evaluation, and what you learned.
- Include a separate section on your learning goals and where you are in reaching your goals.

**STUDENTS RECEIVING SIX (6) CREDITS FOR THE COURSE WILL COMPLETE THREE (3) ADDITIONAL ASSIGNMENTS**

## **A second Informational Interview**

- Choose a manager(s) working within the business environment to interview. Interns should select manager(s) working at different levels within the organization and with different types of responsibilities. Determine what questions you will ask ahead of time and take notes throughout the interview. Write a 1-2 page summary describing what you gained from this experience.

## **Industry Analysis Report**

- The company for which you intern is one enterprise in a larger industry. The Industry Analysis should consider the entire industry within the United States in which your company belongs. Include additional information about regional factors if appropriate.
- Include: key challenges facing the industry, company's steps to meet one key challenge, industry size and growth trends, maturity of the industry, external economic factors and their effect on the industry, seasonality, technological factors, regulatory, political, and legal concerns, and the competitive environment and changes in the competitive environment.

## **Reflective Paper**

- Assess the significance of your work experience. In what ways does this experience modify your ideas and plans toward a career?
- Discuss themes such as technology and its impact and valuing the diversity of human experience. Discuss the skills that were most necessary in your position including: professional writing, critical thinking and small group communication.
- Discuss the effectiveness of your training and suggestions for improvement.