COURSE SYLLABUS: MANAGEMENT 5880
The Daniels Fund Ethics Initiative
Internship in Management

SUMMER SEMESTER

Initial Instructions:
Complete the course application online HERE. The application process requires the following documents:

1. Your internship job description on company letterhead
2. A statement of 4 learning objectives developed with your supervisor.
   Remember: at least 2 of your 4 learning objectives must be ethics-based
3. The most current copy of your My Degree Dashboard report (formerly known as DARS)
4. Your resume

Additionally, your supervisor must submit the electronic Internship Acknowledgment form to validate their understanding of University of Utah internship requirements.

A meeting with your Business Career Services career coach, Polly Unruh, is required to review the learning objectives. Your application for the course will not be approved unless the learning objectives are approved in person. You may also need to receive approval from the Management Department Faculty Advisor, Professor Aaron Phillips (aaron.phillips@eccles.utah.edu).

Assignments should be completed and uploaded to the Canvas course during the week indicated. Written assignments should be double spaced, at least one page in length, and written using correct grammar and spelling. Include the date, your name, the assignment week number, and topic at the top of each paper.

Week 1

EMPLOYER SUPERVISOR APPROVAL OF OBJECTIVES: Submit via Canvas the final version of your four learning objectives, signed and approved by your employer supervisor. Remember: a minimum of 2 of your learning objectives must be related to ethics. (This is not a one-page assignment.)

AND

EMPLOYER PROFILE: Submit a one-page paper on your company. Include the following:
- The name of your company and your position title.
- Describe your organization/employer.
- Describe the size and scope of your company, the product or service, company history, your clients, kind of management style, etc.
- Is this an environment that matches your personal and professional values?
• What career path could you follow with this organization? If none, how does this internship relate to your planned career path?
• If possible, attach a company organization chart (job titles and reporting lines).

Week 2

YOUR STRENGTHS: Finding a job that is a good fit for your talents is a key part of the career exploration process. Gallup research has found that employees who have the opportunity to use their strengths are six times as likely to be engaged in their work and more than three times as likely to report having an excellent quality of life than employees who don't get to focus on what they do best.

1. Take the Gallup: CliftonStrengths for Students assessment. Log in to www.ecclesutah.gallup.com to take your assessment. Use your UNID@utah.edu email address to register on the site and gain access.

   If you have already taken the assessment, please do not take it again – just log into the site and use the results you have already received. Take this opportunity to download your Signature Theme Report, your Strengths Insight and Action-Planning Guide, and your Strengths Insight Report for your own personal use. Upload page 2 of your Strengths Insight Report. This page will list your Top 5 Themes.

   AND

2. After you have completed the CliftonStrengths for Students assessment, read through Chapter 10 in the online book for suggestions and ideas about finding a career that will be a good fit for your strengths. You will need to sign in to view this content. Write a 1-2 page paper on how you can use each of your top 5 strengths in your current internship and in your future career.

Week 3

SCHEDULE SITE VISIT: Schedule a mutually convenient date and time with Polly to visit you and your supervisor at your workplace. Prepare to briefly show Polly around, explaining how you fit into the organization as a whole. Polly will want to discuss the internship with your supervisor and thank them for providing this experience for you. The site visit should take place sometime between Week #4 and Week #13. Once the visit has been scheduled, be sure to follow-up with Polly with directions, parking instructions, and your cell phone number in case something goes awry.

Please do not wait until the end of the semester to schedule the site visit as scheduling conflicts may prevent this assignment from being completed.
Week 4

LEARNING OBJECTIVE #1: Submit a one-page paper in which you analyze your progress on one of your 4 learning objectives. Please write out the whole learning objective you are addressing at the top of the paper. Discuss how you are learning what is needed to accomplish your objective, what barriers may be keeping you from achieving the objective, and what you have learned so far. If desired, describe the training available to assist your proficiency and growth in this area.

If this is one of your ethics papers, be sure to clearly discuss how ethics are being addressed in the workplace and how this has impacted your actions.

Week 5

INFORMATION INTERVIEW: Submit a one-page paper about an information interview with a professional outside of your company (and who is not an immediate family member or close friend) who represents a career that you might wish to pursue. After the interview, summarize in your paper the new and useful information that you gathered about the career. Be sure to include the name, title, and organization of your interviewee. Write a thank-you letter to your interviewee and include a copy of it when you submit the assignment. The Career Services website can provide you with tips on information interviewing (http://eccles.utah.edu/students/business-career-services/career-exploration/informational-interviews/) and on writing a thank-you letter.

Week 6

LEARNING OBJECTIVE #2: Submit a one-page paper in which you analyze your progress on another one of your 4 learning objectives. Please identify at the start of your assignment which objective you are addressing. Discuss how you are learning what is needed to accomplish your objective, what barriers may be keeping you from achieving the objective, and what you have learned. Also, articulate the relevance of this particular objective to your major or career goals.

If this is one of your ethics papers, be sure to clearly discuss how ethics are being addressed in the workplace and how this has impacted your actions.

MANDATORY:

Students are required to attend an informal group meeting with the Management Department Faculty Advisor, Professor Aaron Phillips. We will devote most of the hour to discussing the final requirement of the course – the final project (due week 15 on the last official class day.) If you have an outline or a rough draft of your final paper, please feel free to bring it with you.

In addition, we will spend a few minutes discussing the following during this final meeting:

What have you learned about your employer and your job?

What have you learned about yourself?
What have you learned about the value of your education in preparing you (or nor preparing you) for the internship and for your future career?

What have learned about this occupation or profession, and the organizational culture of the industry?

Week 7

SUPERVISOR MIDTERM EVALUATION:

Have your employment supervisor fill out the midterm evaluation form (found in the Canvas course materials) and meet with him/her to discuss the evaluation. Submit the evaluation via Canvas.

AND

Submit a one-page paper on your reaction to your evaluation. Please number your answers/responses:

1. Does the evaluation correspond with your own perception of your performance?
2. Are you pleased with your experience so far? Why or why not?
3. Describe your methods of communication with your supervisors and co-workers.
4. Evaluate the professional effectiveness of those communication techniques.

Week 8

LEARNING OBJECTIVE #3: Submit a one-page paper in which you analyze your progress on another 1 of your 4 learning objectives. Please identify at the start of your assignment which objective you are addressing by writing out the entire learning objective. Discuss how you are learning what is needed to accomplish your objective, what barriers may be keeping you from achieving the objective, and what you have learned. Also, discuss how your progress toward this objective complements the mission of your organization at large.

If this is one of your ethics papers, be sure to clearly discuss how ethics are being addressed in the workplace and how this has impacted your actions.

Week 9

LEARNING OBJECTIVE #4: Submit a one-page paper in which you analyze your progress on the last of your 4 learning objectives. Please identify at the start of your assignment which objective you are addressing by writing out the entire learning objective. Discuss how you are learning what is needed to accomplish your objective, what barriers may have kept you from achieving the objective, and what you have learned.
If this is one of your ethics papers, be sure to clearly discuss how ethics are being addressed in the workplace and how this has impacted your actions.

Week 10, part 1

RESUME: Upload an updated copy of your resume. Be sure the resume includes experiences and skills gained during the internship, showcasing your recent accomplishments to the fullest. (The four learning objectives that you have worked on throughout your internship may provide the basis for “bullet points” of accomplishment on your resume). For resume-writing help, go to: http://eccles.utah.edu/students/business-career-services/career-preparation/resume-cover-letter/ and/or make an appointment with Polly using the online scheduling system: http://eccles.force.com/BCS/BCSCareerCoachAppt

AND

Week 10, part 2

INTERNSHIP BLURB: Write a one-paragraph overview about your internship and why you would or wouldn’t recommend this course for future students. What made your internship experience unique? Did this course help you stand out vs. other interns? If you had the chance, would you choose this course again? Don’t forget to attach a picture!

Week 11

SUPERVISOR FINAL EVALUATION: Have your employment supervisor fill out the final evaluation form (found in the Canvas course) and meet with him/her to discuss the evaluation.

AND

In order for you to be considered for the Daniels Fund Ethics Initiative Rising Star Intern $1000 award, you must submit a 1-to-2 page paper discussing what you learned from focusing on ethics in your internship experience and, in addition, what you accomplished for the company as you worked on your learning objectives associated with ethics. The paper should be well-written, using correct grammar and spelling, and present compelling evidence of the impact of ethics in the work environment. You should be able to use one of your ethics learning objective papers as the basis for this submission.

Please upload your paper on Canvas AND submit the paper to Candace Horne, Manager of the Daniels Fund Ethics Initiative at Candace.Horne@Eccles.Utah.edu. If you do not submit the paper to Candace, you will not be considered for the award.
**Week 12**

**FINAL PROJECT:** For your final project, you will submit a paper providing specific details about your internship experience. You will submit this final paper as a Word document attachment submitted to Canvas.

The length of the paper should be **no more than** 5-7 typed, double-spaced pages including the reference page. Your paper should include detailed, well-documented information (i.e. references to at least three academic or professional secondary sources, cited in the text and included on the references page) as well as reflection, and thoughtful planning.

**First,** provide a thorough overview or profile of the company for which you are working as an intern. This should include information about your company and its products and services, goals and objectives, strategies, and tactics. Generally, this part of the paper outlines the management of human resources, processes and activities to be performed on a daily basis and indicates whether the rest of the company’s activities are aligned with its intended strategy.

**Second,** include well documented, thoughtful analysis of the organizational ethics and culture of the company for which you have served your internship. *In addition, you should include analysis and discussion related to a situation or process in one or two of the following areas:*

<table>
<thead>
<tr>
<th>New employee orientation</th>
<th>Employee safety and health</th>
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<tbody>
<tr>
<td>Employee development</td>
<td>Policies and procedures</td>
</tr>
<tr>
<td>Recruitment improvement</td>
<td>Process, product and service</td>
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<tr>
<td>Effective communication</td>
<td>Reward and recognition</td>
</tr>
<tr>
<td>Career management</td>
<td>Compensation</td>
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<tr>
<td>Cooperation and teamwork management</td>
<td>Total quality</td>
</tr>
</tbody>
</table>

**Finally,** offer recommendations for improvement through comprehensive research and benchmarking with other organizations. Present your action plan to be implemented, outline techniques and methodology to evaluate and measure the effectiveness of your plan, and include costs and benefits associated with the plan.

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After completing your internship, stay in touch with your career coach, Polly Unruh, for continued career development and job search assistance. You can reach Polly at polly.unruh@eccles.utah.edu or 801-587-8476.