



## Technology and Leadership MBA Programs

### BBUS 601 MBA Internship (4 credits)

#### Guidelines and Learning Contract

#### Overview

The UW Bothell Business Program provides students with the opportunity to earn elective credits through BBUS 601 MBA Internship (4 credits). Internship credit is for experiential learning in the business community. Well-designed and implemented internships contribute practical experiences to your curricular education, thus enriching your preparation for the workforce. To qualify for an internship for academic credit, you must have completed all of the first year core classes through Spring Quarter and be in good academic standing. For an internship in the Summer Quarter after the first year, you may begin to negotiate the internship contract in the Spring Quarter. However, final permission to move forward with a summer internship is dependent on the successful passage of classes in the Spring Quarter of the first year.

The guided internship is a means to enhance your MBA experience and perhaps consider another field of work within your current company or in another company. It is a structured, guided, intensive independent study project, involving you, a faculty sponsor, and your field supervisor, all of whom must understand and promote the fulfillment of the learning contract. You will apply, critique and extend knowledge you have gained in the classroom. You have the ability to seek out new theory and evidence relevant to the particular context you are working in and produce a final report which presents your insights and recommendations in an academically rigorous, rhetorically competent manner.

#### Benefits of the MBA Internship

**Career Exploration**- Learn what you like and don't like about a field, a company, or a job. Your experience can help you in focusing your career direction.

**Skill Building**- Gain a better understanding of specific work functions such as writing press releases, managing employees, preparing reports, marketing, accounting, etc.

**Networking Opportunities** - Meet employees and their colleagues in your field of interest.

**Learning Opportunities** - Apply the classroom theory to practice.

#### Partners in the Internship

**The Intern:** As an intern, you must complete an academic project and all assigned tasks, meeting mutually agreed upon criteria. It is your responsibility to initiate and complete the development of the learning contract and get approval from the faculty sponsor and the field supervisor. It is also your responsibility to meet all deadlines and complete all activities and assignments associated with the internship. Midterm and final evaluations of your internship are required, as is a formal report detailing what you learned while completing the internship and how it applies to your classes at UW Bothell.

—INSPIRING BUSINESS EXCELLENCE—

**The Faculty Sponsor:** Your faculty sponsor needs to be a UW Bothell full-time faculty member. The role of a faculty sponsor is to assist you in developing your goals, meet with you on a regular basis to discuss your project and your experiences at your site, stay in contact with your field supervisor, and assess your achievements at the conclusion of the contract. It is highly recommended that you work with a faculty member who has an interest or expertise in the area that you want to learn more about. It helps if you are familiar with the faculty from previous classes so you are aware of his/her expectations, personal style, grading, etc. Discuss your plans with a potential faculty sponsor and give him/her clear goals and structure for your internship.

**The Field Supervisor:** The person at your internship site who will know what and how well you are performing will be your field supervisor. Prior to and throughout the internship you should be working directly with this person, making explicit arrangements concerning overall goals, projects, duties, hours and other expectations. These criteria are to be laid out in the learning contract. The field supervisor should work with your faculty sponsor to ensure that you are learning from your experience and making progress on your academic project, not just doing a job. Give your field supervisor a copy of the internship guidelines and contract when you are planning the internship.

### **Expectations for an Internship**

**Finding an Internship:** It is your responsibility to plan the internship. Start looking for your internship site and Faculty Sponsor at least a quarter before you plan on registering for the internship credit. In your search for an internship, check with the Career Center for internship postings and talk with faculty and friends about potential sites. Be aware that a successful internship is with a company whose culture/mission matches your own goals and values. A good internship site should offer you a learning experience with clear duties, substantive work and adequate supervision. We recommend that your internship be completed at another company outside your current company. However, if you are in a large company, you may do an internship within the company as long as it is in another division with a supervisor other than your current supervisor.

**Credits and Time Commitment:** Guided internships typically last for an entire quarter. They are usually taken for four credits. Things to consider when choosing your internship include the amount of time you have each week to spend working at an internship.

Four credits of internship requires 12 hours of work per week (3 hours/credit) through the quarter. This amounts to 120 hours of work per quarter based on a 10-week quarter.

Internship credits serve as electives.

**Registration:** Registering for your internship can be done only after you have developed a learning contract that is signed by all three partners (intern, faculty sponsor, field supervisor). Bring a copy of the signed contract to the MBA Manager, Graduate Services, who will arrange for the review and approval of the internship contract by the Associate Dean, Graduate Program. If the contract is approved, the MBA Manager will register you for BBUS 601 Internship. Please do not make commitments to work on the internship until your contract has been reviewed and approved.

**Note:** Please be aware that registration for BBUS 601 follows the registration deadlines in the Academic Calendar for the quarter and will be subject to late registration procedures and fees.

**Completion Criteria and Grading:** Your faculty sponsor will grant academic credit when you have fulfilled the learning contract satisfactorily. The Internship is graded on a Credit/No Credit basis.



BBUS 601 – Internship Learning Contract

Quarter: \_\_\_\_\_ Year: \_\_\_\_\_ # of Credits\*: 4

Name & Student #: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Location of Internship: \_\_\_\_\_

Organization, Address, City, Zip Code

In your learning contract, please address all the aspects of the internship using the items below as a guide. If you need assistance, your Faculty Sponsor and Field Supervisor are your best resources for assistance.

**Learning Goals** - What do you want to learn as a part of this internship?

**Job Description** - What will you do as an intern with this organization? How will these responsibilities help you to fulfill your learning goals?

**Academic Experience** - How will you support this experience academically? Include readings, discussion, projects, and writing assignments.

**Field Supervision** - Who in this organization is organizing your internship? What kind of training and assistance will you receive? How will your Faculty Sponsor keep in contact with your Field Supervisor (e.g. weekly phone calls, site visits)?

**Academic Structure** - How will you work with your Faculty Sponsor (e.g. weekly meetings, interim reports)? What documents will you provide to demonstrate that the learning goals have been achieved?

**Expected Outcomes** - A final paper with your reflections on what was learned and how it connects to classes is required. A final internship performance evaluation should be completed by your Field Supervisor in order for you to receive academic credit.

**\*Note:** A maximum of 12 credits of Independent Study & Internship may count toward the MBA degree.

The undersigned agree to this internship contract and the attached proposal.

Student: \_\_\_\_\_ Date \_\_\_\_\_

Contact Info: email \_\_\_\_\_ Telephone: \_\_\_\_\_

Field Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Contact Info: email \_\_\_\_\_ Telephone: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Date \_\_\_\_\_

Contact Info: email \_\_\_\_\_ Telephone: \_\_\_\_\_

Associate Dean, Graduate Programs: \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Course: **BBUS 601A** SLN: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Faculty Code: \_\_\_\_\_

Registered By: \_\_\_\_\_

Date: \_\_\_\_\_