

## Georgetown University

Summer 2023	<b>Registration Deadline:</b>	<b>6-15-23</b>
Internship in Business	<b>Memo 1:</b>	<b>7-07-23</b>
Management 311-01	<b>Memo 2:</b>	<b>7-21-23</b>
Management 312-01	<b>Memo 3:</b>	<b>8-04-23</b>
Management 313-01	<b>Final Reflections Paper:</b>	<b>8-10-23</b>
	<b>Letter of Support:</b>	<b>8-15-23</b>

**1 Credit**

**Pass/Fail** (S or U)

### Course Description:

*The Internship in Business course permits the student to gain practical work experience in a business environment. Students select a specific area within the field of business and explore the area in greater depth outside the normal classroom setting. The purpose of the internship is to provide the student with an understanding of how a business actually operates and how theories learned in school are applied in the business world.*

*The internship course is a one-credit (Pass/Fail) course available to students with prior approval from the MSB Undergraduate Dean's Office. To be approved, the proposed internship must provide a significant learning experience for the applicant.*

*The internship course is available to sophomores, juniors, and seniors with a minimum GPA of 2.00. The course does not count towards the forty courses required to graduate.*

*In addition to working a designated minimum number of hours (60), students must submit a final paper in the course along with a letter of support from their internship supervisor. Weekly reports are not required in the 1-credit internship courses. Three (3) mid-course Memos are required. The mid-course Memos are one-page reports that update the internship experience.*

*The deadline for enrolling in the Summer 2023 Management 311 and Management 312 courses is **June 15, 2023.***

### **Common Questions from Participants**

#### **Question 1:**

Who is eligible to enroll in M 311 and M 312?

#### **Answer:**

ALL Georgetown Undergraduates who have the appropriate class standing (sophomores and up) and a minimum GPA of 2.0.

Note: For purposes of eligibility, a student is considered a sophomore after having successfully completed their first year of college.

#### **Question 2:**

What is the difference between MGMT 311 and MGMT 312?

#### **Answer:**

MGMT 311 is available the first time a student registers for a 1-credit (Pass/Fail) Internship.

**MGMT 312 is available for students who elect a second 1-credit (Pass/Fail) Internship. No one can register for MGMT 312 unless they have satisfactorily completed MGMT 311.**

**Under special circumstances, eligible students may enroll in Management 313 after satisfactorily completing Management 311 and 312.**

**Question 3:**

**Are there special reasons for a student to enroll in a 1-credit internship course?**

**Past experience suggests that there are three special circumstances in which a student will need to be registered in a 1-credit internship course.**

- 1. Non-US citizens who must comply with Visa requirements in order to secure employment in the US, OR**
- 2. Students who are electing to work without the benefit of compensation (i.e. no pay), OR**
- 3. Students, who for whatever reason, want the Internship Management course noted on their transcript.**

**Question 4:**

**What goes into the three (3) mid-course Memos?**

**Answer:**

**Each of three (3) mid-course Memos is limited to one page.**

**Memo 1:**

**Acknowledge the internship.**

**Indicate starting date.**

**Any initial observations.**

**Due Date:**

**July 7, 2023, 6 pm, EST**

**Memos 2 & 3:**

**One page summary (update of the internship experience)**

**Due Dates:**

**Memo 2: July 21, 2023, 6 pm, EST**

**Memo 3: August 4, 2023, 6 pm, EST**

**Question 5:**

**What goes into the final internship reflections paper?**

**Answer:**

**The final paper 5-7 pages in length should include a review of the internship experience. Some students will reflect on the overall experience while others may include a one page log (5 weeks=5 pages) for each week of the internship period. How did the internship experience add to the quality of your education? Be creative and original!**

**Due Date: August 10, 2023, 6 pm, EST**

**Paper can be sent earlier as circumstances permit.**

**Question 6:**

**Who do I send the Final Reflection paper to?**

**Answer:**

**Professor Thomas Cooke at [CookeT@Georgetown.Edu](mailto:CookeT@Georgetown.Edu)**

**Professor Cooke will acknowledge receipt of the papers within 2-3 days. Professor Cooke will certify to the Registrar that students have satisfactorily completed the internship program.**

**Question 7:**

**Can I submit any materials by Canvas?**

**Answer:**

**YES. The 3 required Memos must be posted to Canvas. This is the preferred way. Be sure to send me an email that you have posted your Memos to Canvas.**

**The Final Reflections Paper must be sent by email and posted to Canvas.**

**Question 8:**

**What is the Letter of Support?**

**Answer:**

**Each student participating in Management 311, 312 and 313 must request a Letter of Support from someone who worked with them in a supervisory capacity.**

**The letter establishes a record that the internship was satisfactorily completed and states the total number of hours of work.**

**The Letter of Support can be sent electronically to Professor Cooke at [CookeT@Georgetown.Edu](mailto:CookeT@Georgetown.Edu).**

**Question 9:**

**What is the deadline for the Letter of Support?**

**Answer:**

**Wednesday, August 15, 2023.**

**Question 10:**

**How can a student earn a grade of U (unsatisfactory) in the course?**

- **Not complete the required number of hours (60).**
- **Not submit the mid-course update Memos on time.**
- **Not submit the Final Reflections Paper on time.**
- **Not submit the Letter of Support on time.**

**Summary (140 Points)**

- **ZOOM interview with Prof. Cooke (10 points)**
- **Mid-Course Memo (20 points each)**
- **Final Paper (60 points)**
- **Letter of Support (10 points)**

**Updated: 1 February 2023**