

# BUS:3100:0EXW Academic Internship

Instructor: Nicholas Kavanaugh  
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Course Site: To access the course site, log into [Iowa Courses Online \(ICON\)](#) using your Hawk ID and password.

## Program Goals

The Tippie College of Business Undergraduate Program has learning goals that drive decisions about curriculum and assignments within courses.

#1: Graduates will use analytical, creative and collaborative approaches to solving complex, ambiguous problems

#2: Graduates will demonstrate effective written, spoken and visual communication

#3: Graduates will obtain global awareness and understanding

#4: Graduates will demonstrate ethical reasoning

#5: Graduates will obtain professional preparation.

## Course Description

This academic internship course pushes you to make connections between your internship experiences, academic coursework, and career goals and to gain as much awareness, knowledge, and skill out of the internship as possible. Each of the required academic assignments are designed with these objectives in mind. The class does not meet in-person or at any particular time online, but the assignments must be submitted online by specified deadlines. This course meets the [Tippie RISE](#) requirement for graduation with a Bachelors of Business Administration.

## Learning Objectives

Specific learning objectives include:

- Establish learning goals for your internship
- Assess progress towards meeting learning goals throughout the semester/term
- Evaluate your performance in the internship
- Understand the relationship among internship experience, major, and intended career path
- Explore and clarify career goals based on internship experience
- Identify and develop professional skills
- Apply business concepts and practices from BBA coursework to the workplace
- Develop connections to professionals and the company or organization

## Media/System Requirements

Technical requirements for completing this class include:

- Student-provided personal computer with reliable Internet access.
- If you need assistive technologies that has different computer and technology requirements, then you will be responsible for making those arrangements. Please check with [Student Disability Services](#) to determine the requirements for specific technologies and for assistance if necessary.

## Grading Policy

This course is graded Satisfactory/Unsatisfactory (S/U). In order to successfully complete the course, **you must complete all three assignments; no extra credit work will be provided.** If you discontinue the internship before the initially set end date, you must notify me in a timely manner in order to find out if the course can still be completed.

## Course Work

Academic work for this course is designed for you to document your efforts and reflect on your learning and professional growth throughout the internship. The due dates are intentionally set to help you get the most out of your internship experience by setting goals at the beginning of the internship, analyzing your progress halfway through the experience, and evaluating your performance upon completion of the term.

### Internship Agreement

This assignment allows you to identify your learning goals for the internship and then review them with your supervisor. You will revisit your goals in the next two assignments so it is important to provide depth in your responses to ensure you're getting the most out of the assignments.

### Mid-term Reflection Journal

This assignment is designed to help you analyze your experiences and consider and plan out how to gain the most out of your remaining time in the internship. This should help both you and the instructor understand what you are gaining from the internship and what support may help you have a better internship experience.

### Self-evaluation and Supervisor Evaluation

These short online evaluations will be completed by both you and your supervisor to assess your performance in the internship. The responses you both submit will only be seen by me so it is encouraged you and your supervisor review both evaluations together as a final look into your internship experience. Your supervisor's responses do not affect your grade in this course.

The first two assignments (internship agreement and mid-term reflection journal) must be uploaded to the ICON dropbox as **PDF documents**. Assignments not uploaded to ICON or not in the correct file type will not receive credit. The third assignment (self and supervisor evaluations) must be completed through a survey link that will be emailed to both you and the supervisor you reported when you requested to enroll in the course. **If your supervisor changes at any point during the internship, you must notify the course instructor right away.** If you are unable to get an evaluation from your supervisor, you must notify the instructor in advance of the due date to request an alternate assignment.

Refer to ICON for detailed assignment instructions and specific deadlines.

Assignment	Deadline
Internship learning plan	Usually in second or third week of semester/term
Mid-term reflection journal	Half-way through semester/term
Self-evaluation & supervisor evaluation	At end of semester/term

Assignment deadlines may be adjusted to accommodate various internship start and end dates. This will allow more applicable reflection and feedback specific to each student's experience as opposed to the academic calendar.

## **Collegiate Policies and Guidelines**

The administrative home of this course is the Tippie College of Business, which governs academic matters relating to the course such as the add/drop deadlines, the second-grade-only option, issues concerning academic misconduct, and how credits are applied for various graduation requirements. Different colleges might have different policies.

As a registered student in a course in the Tippie College of Business, you are responsible for the collegiate policies posted below.

**Commitment to Diversity, Equity, and Inclusion (DEI):** Tippie recognizes the centrality of diversity to the pursuit of excellence. We strive to create a working and learning environment with diversity of thought, which fosters innovation and is a critically important factor for attracting, retaining, and developing people who can succeed in today's turbulent economy. Diversity, for our purposes, refers to all aspects of human difference, social identities, and social group differences, including, but not limited to race, ethnicity, creed, color, sex, gender, gender identity, sexual identity, socioeconomic status, language, culture, national origin, geographic origin (urban or rural), religion/spirituality, age, (dis)ability, military/veteran status, first generation status, political perspective, and associational preferences. To live up to this commitment, Tippie has adopted an action plan intended to increase diversity and inclusion, and foster equity in outcomes. Accountability for the plan is the responsibility of the Deans, the Associate Director of DEI (Gabriela Rivera), and the college DEI Committee. Details are available on the college website.

**Tippie Honor Code:** The Tippie College of Business has an [Honor Code](#), and you must abide by it in completion of all assignments. Integrity is a reflection of your character and is critical for creating meaningful and lasting relationships. A part of integrity is abstaining from acts like cheating, plagiarism, or knowingly furnishing false information to the University. **During the academic term, I will verify internships by calling at least 20% of the internship supervisors, selected at random. An internship supervisor may also be called if questions arise about the details of the internship.** If a student fabricates any details of the internship or does not complete the assignments on their own, the student may receive a "U" for the class and disciplinary action from the College and possibly the University including up to a possible expulsion.

If a student has been found in violation of this policy, they will first be notified directly, then I will report to the appropriate program office. Faculty and students can report Academic Misconduct via the [college website](#).

**Privacy:** As part of this course, your name may be revealed to other students in the class (ICON discussions, rosters, etc.). If you have concerns, please contact the instructor immediately.

**Fairness and Freedom of Expression:** Every student is entitled to the same intellectual freedom I have. I will respect that freedom, and I am obliged to protect your freedom to learn, regardless of your religion, race, sex, sexual orientation, gender identity, or political views, or on your agreement or disagreement with my positions pertaining to matters of controversy within the discipline. I will do my best to provide you with a fair and impartial evaluation of your work, consistent with articulated standards for this course.

**Complaint Procedures:** If at any time you have concerns about this class or your performance in it, please contact me directly. If you do not feel that your concern has been resolved satisfactorily, you should contact the Associate Dean of the Undergraduate Program, Kenneth Brown, [kenneth-g-brown@uiowa.edu](mailto:kenneth-g-brown@uiowa.edu).

## **University Policies and Guidelines**

As a registered student in a course through The University of Iowa, the following University policies apply to you.

**Non-discrimination:** The University of Iowa is committed to making the classroom a respectful and inclusive space for people of all gender, sexual, racial, religious, and other identities. Toward this goal, students are invited in MyUI to optionally share the names and pronouns they would like their instructors and advisors to use to address them. The University of Iowa prohibits discrimination and harassment against individuals on the basis of race, class, gender, sexual orientation, national origin, and other identity categories set forth in the University's Human Rights policy. For more information, contact the Office of Equal Opportunity and Diversity (<https://diversity.uiowa.edu/eod>; 335-0705 or [diversity.uiowa.edu](https://diversity.uiowa.edu)).

**Accommodations for Disabilities:** The University is committed to provide an educational experience that is accessible to all students. If you have a diagnosed disability or any other condition that would impair your ability to complete the course requirements as stated above, please inform me as early in the semester as possible, but no later than two weeks prior to the scheduled activity. Students needing accommodations must register with [Student Disability Services](https://sds.studentlife.uiowa.edu/students/apply), (SDS): <https://sds.studentlife.uiowa.edu/students/apply> to obtain a Letter of Accommodation (LOA). The letter will specify what course accommodations are reasonable for that student. The office is located at 3015 Burge Hall, (319) 335.1462.

**Mental Health:** Students are encouraged to be mindful of their mental health and seek help if they are feeling overwhelmed and/or incapable of meeting course expectations. For assistance with the class, students are encouraged to talk to the faculty member. For additional support and counseling, students are encouraged to contact The University Counseling Services in 1950 University Capital Centre or 3223 Westlawn South (319-335-7294). Call 319.335.7294 to schedule appointments (Mon-Fri. 8AM-4:30PM). Find out more about the UCS at <http://counseling.uiowa.edu>. After hours, we encourage you to call the Johnson County Crisis Line at 319.351.0140 or 911 if you are having a mental health emergency.

**Sexual Harassment:** Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. The University will not tolerate sexual harassment, nor will it tolerate unwelcomed behavior of a sexual nature toward members of the University community when that behavior creates an intimidating or hostile environment for employment, education, on-campus living, or participation in a University activity. As a member of the university community you have a responsibility to report concerns of sexual harassment immediately at the [Office of the Sexual Misconduct Response Coordinator](https://osmrc.uiowa.edu): <https://osmrc.uiowa.edu>.

**Multicultural Holidays:** Students compelled by their religious convictions to refrain from submitting assignments by the assigned deadline must request instructor permission during the first few days of the session. If this request is denied, a student may address concerns according to [University Procedures](#).

**Sustainability:** The University is committed to demonstrating sustainability practices within all facets of the institution. Student support is critical to our campus wide efforts to reduce waste by consuming as few natural resources as possible and purchasing recycled materials when feasible. Recycling and reuse of all materials is encouraged. Together, let's ensure a better world for us and future generations. Learn more at the Office of Sustainability and the Environment <https://sustainability.uiowa.edu>.