INTERNATIONAL BUSINESS 495
INTERNATIONAL INTERNSHIP
FALL 2013

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COURSE DESCRIPTION:

This course gives you college credit for working in a company or organization. An internship is a practical learning experience with emphasis on supervised training during on-the-job activities. Internships give you relevant experience in the business world and the opportunity to develop your business skills. This experience in your field of study will be invaluable in helping you establish and achieve your professional development goals. A well-designed internship experience will improve your marketability in obtaining full-time employment after graduation.

REQUIRED TEXT:

Course book for International Business 495: IB 495 Complete Guide to Internships by Professor Renatte Adler. Available only at KB Books on the main campus (College Ave.). To order the text online, please contact KB Books at: kbbooks.com/sdsu (Note: Please enter the TEXTBOOKS section, then select study area IB (International Business), and finally select course IB 495 under the author: ADLER) The book is under Dr. Renatte Adler’s name for IB 495.

Note: Ask for Ken at KB Book SDSU

COURSE REQUIREMENTS:

An internship requires a great deal of initiative on your part to make it a valuable learning experience. You must take ownership of your own learning. This course is only for the self-motivated student who wants to learn more about career possibilities in his or her field of study. The number of hours that a student needs for an internship done abroad to clear their Study Abroad requirement is 250 hours; if the student decided to complete the Study Abroad requirement, and is interested in do the internship abroad, the student needs to complete 150 hours, and if is interested in do the internship locally, the student needs to complete 150 hours in a company or organization to receive credit for this course.

You must perform the steps described in the following section and submit all required forms and written reports to receive credit for this course.

• Sign Release of Liability Form (Study Abroad Packet)
• Locate a Sponsor Firm
• Submit an Internship Contract
• All students will fill out Form #3. Only students doing internship outside the U.S. will fill out also Form #3A. Submit forms to your International Business Advisor before you start compiling your internship hours. At the end of the internship students doing internship outside of U.S., submit Form #5A to your IB Advisor.

• Submit Employer Performance Evaluation Form and Letter.

• Submit Final Report

• Send Thank You Letter(s) to Sponsor Firm

I. Sign Release of Liability Form

Students doing internship outside the U.S. must fill out the Study Abroad packet. There is an important Release of Liability form in the packet, and this must be sign and submitted to the Office of International Programs.

II. Locate a Sponsor Firm

You need to locate an appropriate firm or organization that is willing to sponsor you for an internship. Although I have some personal contacts and may be able to assist you in this process, the responsibility to find an internship is yours. Finding an internship is just like finding a job: you need to learn about available opportunities, you have to submit a résumé and you have to interview for the job. The Career Services Center on the main campus has a wealth of resources to help you write a résumé that is appropriate for a student applying for an internship. In addition, the Course book for IB 495 Complete Guide to Internships by Professor Renatte Adler on the main campus gives guidance on how to apply for and obtain an internship position. It generally takes about 6 weeks to locate an internship.

III. Submit an Internship Contract

Your internship contract should contain three components: a Job Description, a Data Sheet and Learning Objectives.

A. Job Description

Together with your sponsor organization, develop a detailed job description that outlines your role and responsibilities in the organization. This job description should list your duties, activities, projects, deadlines, etc. Often it is best if there is a specific project that you could work on during your internship. Your job description should indicate the total numbers of hours to be worked and the number of hours to be worked per week.

Your job responsibilities need to be of a nature that is worthy of college credit. Internships that are predominately of a clerical nature will not be approved. You need to gain exposure to international business for your internship to be approved.
Your job responsibilities must be related in some way to another nation’s business practices, customs and language.

B. **Data Sheet**

You need to provide information to allow me to contact you and your host supervisor during the internship. Provide the name and phone number of the company where you will be interning, the name of your supervisor, his or her phone, e-mail, and fax information. Also include your contact information with your current phone number and email address.

C. **Learning Objectives**

You need to write at least five learning objectives for your internship. Your learning objectives should describe the knowledge to be acquired or the skills to be mastered during your internship. For example, you might indicate that you will learn a specific software package or improve your foreign language skills during your internship. Another learning objective may be to improve your communication skills by giving a presentation to the management of your sponsoring firm.

Your goals should be specific and measurable and you should realistically be able to achieve them during your internship time. The learning objectives should be related to your professional development and your long-term career goals.

**I must approve your internship contract before you start compiling your hours. Both you and your supervisor must sign it.**

IV. **Fill out Form #3. Students doing internship outside the U.S fill out Form #3A.**

**Submit forms to your International Business Advisor**

Submit a signed Form #3 (Contract) to Professor Contreras as soon as you have a position. Professor Contreras will sign Form #3 before you submit it to IB’s Academic Advisor. Students doing internship outside the U.S. fill out Form #3A and submit it to IB Advisor. At the end of your internship, only students doing internship outside the U.S. will submit form #5A to IB’s Academic Advisor.

V. **Employer Performance Evaluation Form and Letter**

At the end of your internship, your sponsor supervisor must submit on company letterhead an evaluation letter. The letter should verify the total number of hours worked and evaluate the quality of your performance as an intern. Your supervisor must also complete a standardized performance appraisal form that I have.
VI. Final Report

When you complete your internship hours, you must submit a report summarizing your activities, what skills you developed and what knowledge you gained. Begin with a brief description of your sponsor organization. Summarize the tasks performed during the internship and the skills developed or enhanced as a result of this work. Evaluate your success in achieving the learning objectives you established for the internship. If you failed to achieve a learning objective, discuss how you can achieve that objective in the future. Describe the important achievements that you accomplished during the internship.

You must also provide your reflections about your internship. Reflect on what you learned about your interpersonal skills, your managerial style, etc. Discuss what personal strengths and weaknesses became apparent in your internship. Discuss how the internship added to your personal development. Discuss how the internship assisted you in achieving your long-term career goals. Describe the most challenging aspect of your internship. Identify what you would do differently about your internship if you could. Address where you are now compared to where you were when you started the internship. Provide an overall statement regarding your degree of satisfaction with the internship and indicate if you would recommend this company to future interns. What advice would you give to future interns?

The target length for your paper is 10 pages. Your paper needs to address the topics described above, but present the information in an appropriate manner (i.e., don’t answer each question in order like you are completing a questionnaire). This paper will be easier to write if you keep an internship log throughout the course of your internship. Each week you should record the number of hours worked during the week, the tasks performed during the week, the skills utilized in performing your job responsibilities and what you learned.

VII. Thank You Letter(s)

After you have completed your hours, send a professional thank you letter to the key individuals at your sponsor company. Send letters to your supervisor, the person who arranged for you to perform the internship (if not the same person), and anyone else who made your internship a valuable learning experience. Submit copies of these letters with your final report.
INTERNSHIP POLICIES:

As an intern, you are representing the Imperial Valley Campus and San Diego State University. Your work, attitude and professionalism are a reflection of the quality of our programs and the caliber of our students. With this in mind, please know that the following are expectations of all IVC interns:

• Work your agreed-upon hours. Make a schedule for completing the 150 hour or 250 hour requirement with your supervisor, and notify your supervisor in a timely manner of any changes you need to make in the schedule.

• Perform your assigned job duties.

• Act professionally with respect to attitude, work, dress and appearance.

• Act in an ethical manner and follow the sponsoring employer's rules and policies.

• Respect the confidentiality of information you learn as a result of your internship.

• Complete your internship hours. You may not resign or quit your internship. If you are having problems or concerns with your internship, you must talk to me about acceptable resolution of those concerns.

COURSE GRADING:

This is a Credit / No Credit class to be completed during the semester you enrolled. If you have not completed all the requirements by Monday, December 2, 2013, you will receive a grade of No Credit at the end of the term. You must keep me informed during the semester about your progress in locating an internship and how the internship is going. If I have no contact with you during the semester and I have no knowledge about your progress in the course, you will receive a grade of "No Credit."

TIPS FOR INTERNSHIP SUCCESS:

• Request to be included in group meetings.

• Volunteer to perform additional tasks.

• Try to meet as many people as possible and ask them about their job responsibilities.

• Establish and follow a fixed work schedule, even if your employer has indicated you can work when you want.

• Ask questions.

• Be gracious. The individuals of the company are volunteering their time to help you achieve your goals. Be thankful for the opportunities they are providing you.
INTERNATIONAL INTERNSHIPS:

International business majors can also use this class to fulfill the international experience requirement for the major. If you are using your internship experience to substitute for study-abroad, you must work a minimum of **250 hours at a company outside of the United States.** The additional requirements for this course if you are performing an international internship are described below.

1. **Health Insurance Requirement**

   As many U.S. health insurance programs do not provide coverage outside of the United States, you must provide written documentation that you have health insurance coverage for the country where you are working. If your current insurance coverage is not valid internationally, you must purchase medical insurance to cover international travel. This is to protect your sponsor company from liability in the event of workplace accident or injury. Proof of insurance at $25,000 (Mexico)/$50,000 (Any country except Mexico) accident/health level, plus evacuation/repatriation Where to purchase insurance is at the website below: [http://www.isc.sdsu.edu/study_abroad/health-insurance-acc.html](http://www.isc.sdsu.edu/study_abroad/health-insurance-acc.html)

   Insurance is not necessary for US citizens doing internship in US company/institution.

2. **Work Visa**

   You are responsible for knowing and following work visa requirements for student interns in your selected country. Many countries do not require work permits if the internship is unpaid. Mexico is an exception. You must have a valid work visa to enter a company in Mexico if you are not a Mexican citizen. The new FMM Multiple Migratory Form substitutes the FMT and FMN forms. The FMM can be obtained for tourism and business and can be granted 180 days for both.

   Requirements to obtain an FMM MULTIPLE MIGRATORY FORM entering Mexico by land:
   - Applicant Must be present
   - Valid Passport
   - Visa fee about $22.00 U.S. Payable to any Mexican bank, the immigration officer at the port of entry will indicate you the closest bank usually is in the same building.

   Information about the application process for both visa types can be found at [http://www.visasmex.com/Eng/mexican_visas/fmm/fmm.html](http://www.visasmex.com/Eng/mexican_visas/fmm/fmm.html)

   The visa application process requires a **valid U.S. passport** with at least 6-months of eligibility remaining. The standard application process for a U.S. passport takes approximately **six weeks.** Information about the passport application process can be found at [http://travel.state.gov/passport_services.html](http://travel.state.gov/passport_services.html).
If you perform your internship in Mexico and you are not a Mexican citizen, you must submit photocopies of your FMM' Visa in order to receive an add code to enroll in the class. A Mexican company can incur substantial fines if foreign nationals are on the company's premises without proper documentation if the company is audited by immigration. The integrity of the IVC internship program would be seriously compromised if one of our students were responsible for a fine for a company.

**Before you start the internship in Mexico, you must submit to the Office of International Programs the 1-page form** you'll find at the following website [http://oip.sdsu.edu/FacultyledBR.pdf](http://oip.sdsu.edu/FacultyledBR.pdf)

Put Prof. Carmina Contreras for the faculty member’s name and the IB 495 Course as the program. Number of students: 1

You will put your company and supervisor as the contact in Mexico.

3. **Driver’s License and Car Insurance**

   University recommends that students do not drive in Mexico. If the student chooses to drive, must have a valid California driver’s license and Mexican Auto insurance.

4. **Service Learning Agreement and Learning Activity Site Questionnaire.**

   The Service Learning Agreement must be completed by the appropriate person in the Learning Activity Site (Firm or Institution). In addition the Firm or Institution must complete the Learning Activity Site Questionnaire.
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ENROLLMENT REQUIREMENTS
(DUE DATE: Tuesday, August 27, 2013)
TIME: 12:00
ROOM: Please contact instructor

- Upper division status in the major (Submit Transcript Copy)
- Purchase Required Text: Course book for International Business 495: The Complete Guide to Internships by Professor Renatte Adler (Only available at KB Books on College Ave.)

REQUIRED TEXT:
Available only at KB Books on the main campus (College Ave.). To order the text online, please contact KB Books at: kbbooks.com/sdsu (Note: Please enter the TEXTBOOKS section, then select study area IB (International Business), and finally select course IB 495 under the author: ADLER)
The book is under Dr. Renatte Adler’s name for IB 495.

- Complete On-line Pre-Departure Orientation Conference (Only for international internships)
- Submit completed Study Abroad Agreement Packet (Only for international internships)
- Submit Health Insurance Verification (Only for international internships)
- Fill Form #3 and Form #3A (Available in Required Course Book for International Business 495 by Professor Renatte Adler). Submit to your International Business Advisor after Internship Coordinator sign both forms.
- Submit an Internship Contract (Please follow guidelines given by the instructor)
- A valid work visa to enter a company in Mexico if you are not a Mexican citizen (Only for international internships)
- Submit a copy of your Driver’s License and Car Insurance (Only for international internships)
- Submit Service Learning Agreement and Learning Activity Site Questionnaire
- Attend meeting on Tuesday, August 27, 2013 at 12:00.