San Diego State University College of Business Administration
BA 401: Business Internships Summer 2015

Instructor: Kathleen Self, MA  
Career Development Manager, CBA and Career Services  
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Location: SSE 1200  
Career Services (http://career.sdsu.edu)

Class day: NA – See Class Requirements Section  
Office hours: By appointment

BSBA Program Goals
The College of Business Administration has the following goals for all BSBA students. Upon graduation students will be:

- Effective Communicators
- Critical Thinkers
- Able to Analyze Ethical Problems
- Global in their perspective
- Knowledgeable about the essentials of business

BA 401 contributes to these goals through its student learning outcomes, which are stated below under the heading of “Course Objectives.”

Course Objectives
The objective of this course is to support students in the successful completion of a for-credit internship. At the end of this course, students should be able to:

1. Complete an ongoing internship-based project within a finite period of time.
2. Be able to explain how fundamentals of business education – such as management theory, finance, accounting and marketing – relate to the internship experience.
3. Employ effective communication skills – including listening, questioning, researching and analyzing, and audience-centered messages – during the course of the internship experience.
4. Integrate the knowledge gained during the internship experience into career decision making, career planning and (as needed) the job search process.

Additional Items
Academic Honesty
Students in BA 401 are expected to follow the standards of academic honesty and integrity. These standards are contained as a link on the web site that outlines the Standards for Student Conduct (http://www.sa.sdsu.edu/srr/conduct1.html). In general, be sure that any work submitted for assignments represents your work and, where needed, cites work borrowed or closely copied from other sources. If you have questions regarding this item, be sure to contact instructor.

ADA Statement
Students with disabilities who require reasonable accommodations need to contact Student Disability Services:  
Calpulli Center, Suite 3101 (third floor) hours: Monday - Friday, 8 am - 4:30 pm; (619) 594-6473. For more information about student requirements, see the SDS website (http://go.sdsu.edu/student_affairs/sds/)

About Internships
San Diego State University recognizes an internship as:
A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. (Internship Guidelines Matrix)

Course Requirements and Grading

• To receive credit for this course, all tasks need to be completed and submitted on their due date for a passing (credit) grade. Late tasks do not receive credit.¹
• BA 401 internship sites must be set by Tuesday, June 2, 2015. Students who do not have a site by this date will need to drop from the class.
• All internships must be completed by the last day of class, Friday, August 14, 2015.
• BA 401 Internship Projects: To ensure the quality of the BA 401 internship experience, each student and site supervisor needs to identify a project(s) that will provide opportunities for training.
• During the “Individual Student/Faculty Meetings,” we will be reviewing the nature and progress of your internship project. See Kathy Self with questions regarding this requirement.
• Assignments will be posted on Blackboard.

Table 1: Course Grading including Item, Percent of Grade and Deadline

<table>
<thead>
<tr>
<th>Item</th>
<th>Percent of Grade</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Complete and Submit</td>
<td>10%</td>
<td>Due: Friday, May 29, 2015</td>
</tr>
<tr>
<td>Required Forms and Pre-Internship Meeting</td>
<td></td>
<td>List of Forms below</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15min meeting phone or in-person</td>
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<tr>
<td>Individual Student/Faculty Meeting:</td>
<td>25%</td>
<td>Between: June 26 – July 29, 2015</td>
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<tr>
<td>Internship Project(s) Review</td>
<td></td>
<td>1 hour meeting w/instructor</td>
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<td></td>
<td></td>
<td>In person attendance (Skype by permission)</td>
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<tr>
<td>Successful Completion of Internship²</td>
<td>65%</td>
<td>Due: Friday, August 14, 2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hours, Project, and Report</td>
</tr>
</tbody>
</table>

1. Student Tracking Sheet (Attendance Record)
2. Verification of Completion Letter
3. PowerPoint Report: Internship Project

Important Safety Notice

In researching, selecting and completing your internship for BA 401, always keep your personal safety as your first priority. Be sure to review any safety procedures with your intern site supervisor, including site evacuation procedures and emergency contacts. Also, do not work in areas that look questionable in terms of remote location, safety and access; do not work late or alone after hours; do not put yourself in situations where you face physical/mental harm.

Report any concerns directly and immediately to Kathy Self – kself@mail.ucsd.edu or via phone at (619) 594-1647.

Required Forms to Participate in BA 401

The California State University requires that students taking part in for-credit internships complete the following documents to ensure compliance with Executive Order 1064.³ These documents will be discussed in the pre-internship meeting. They are available for review on blackboard and submitted via Adobe Echosign following the meeting.

• Student Tracking Sheet for BA 401, Summer 2015
  o This document is used to track and report hours (and project work) completed during the course of the internship. Signed by student and internship supervisor.
• BA 401 Emergency Preparedness Document, Summer 2015
  o This document provides emergency contact information for students enrolled in BA 401. It also includes contact information for the student, and for the internship site. Due Friday, May 29, 2015.
• Release of Liability Form, CSU RM 2011-01
  o This document is a formal CSU document, and will be posted on Blackboard. A signed copy is due Friday, May 29, 2015.⁴

¹ When a student selects to receive a NC (no credit) for BA 401, the following will occur: a NC appears on the student’s academic record for BA 401; the host employer will receive a notice of the NC for this class, and the employer may be barred from having for-credit internships through BA 401.
² For-credit internship commitment ends on Friday, August 14, 2015.
³ To learn more about Executive Order 1064 (http://www.calstate.edu/EO-1064.pdf)
⁴ To see a full copy of the Release of Liability Form and related documents (http://www.calstate.edu/EO/RM-2011-01.pdf)