



ID 209 Interdisciplinary Internship, business elective
ID 210 Interdisciplinary Internship, arts and sciences elective

COURSE DESCRIPTION

This course allows undergraduate students to earn one academic credit for internship work experience completed during the summer, fall or spring terms. The student must complete a minimum of 45 hours of work at the internship over the span of at least four weeks in order to receive credit for the course. Students will need to have completed a minimum of 30 credits prior to taking this class in order to be eligible. Students can decide to take this class as a business (ID 209) or arts and science (ID 210) elective, depending on how they want the credit to appear in their degree audit; there is no academic difference between ID 209 and ID 210 and students can only take one of these two options. In order to be approved for this course, the student must fill out an online form [available on this website](#). Once submitted, your form will be reviewed by the Associate Dean of Business (for ID 209) or the Associate Dean of Arts and Sciences (for ID 210). Students must apply no later than three weeks after the start of the academic term during which the internship takes place. Credit will not be granted retroactively. Upon approval, the Associate Dean will assign the student a professor who will oversee the academic work associated with the internship and assign the student a grade of Satisfactory or Unsatisfactory. Note that students pay the prorated equivalent of one credit of tuition for the course.

COURSE PREREQUISITES:

Students must have completed a minimum of 30 credits to take this course and receive approval from the Associate Dean of Business or the Associate Dean of Arts and Sciences.

COURSE GOALS

- To expose students to professional behaviors in today's work environment
- To increase students' knowledge of the kinds of jobs available to them after graduation and give them a better understanding of the specific profession they wish to pursue
- To improve students' professional engagement with peers and supervisors in a workplace setting
- To improve students' ability to successfully complete workplace tasks on time and in accordance with their supervisor's expectations

STUDENT LEARNING OBJECTIVES

By the end of this course, students will be able to:

- Differentiate between the different roles and responsibilities of members of the team in which they worked at the internship and identify the specific skills needed by each in order to complete collective goals
- Identify the mission or purpose of the organization where the student worked and explain in general terms how the organization works to accomplish that mission or purpose
- Analyze the student's own performance in the workplace, explaining how s/he/they accomplished what s/he/they did and what further training would be needed in order to increase efficiency in this position
- Articulate the value this organization adds to the society and/or community in which it exists and identify the different community stakeholders with which the organization engages

COURSE MATERIALS

There are no reading materials associated with this course. Your supervisor at the internship may have specific requests for you in terms of materials you are expected to use on the job.

ASSIGNMENTS AND GRADING

Assignments for this course include:

- **Supervisor's evaluation:** Fulfilling all established expectations of your internship supervisor. Your faculty internship advisor will evaluate how well you accomplished this through your supervisor's written review of your performance to be completed at the end of the internship.
- **Thank you letter:** You should send a letter to an appropriate person at your employer's company thanking them for the internship experience and commenting on the following: what you have learned academically and personally as a result of the internship, how you have personally or professionally grown and how the internship will benefit you in the future. You may make other comments that you deem appropriate regarding the internship. The letter should be especially well written in business letter format, as it is the last impression your internship employer will have of you. Please submit a copy of this letter to your professor as well as your employer. If you would like your professor to proof it before sending it to your employer, please provide advanced time to do that.
- **Self-assessment:** This should be a 5-7 double-spaced page narrative of your experience, in which you:
 - Describe the duties performed in the internship
 - Differentiate between the different roles and responsibilities of members of the team in which you worked and identify the specific skills needed by each in order to complete collective goals
 - Identify the mission or purpose of the organization where you worked and explain in general terms how the organization works to accomplish it

- Analyze your performance in the workplace, explaining how you were able to accomplish what you did and what further training would be needed in order to increase efficiency in this position
- Articulate the value this organization adds to the society and/or community in which it exists and identify the different community stakeholders with which the organization engages
- Identify the most salient thing you learned from this experience and how it will inform your academic studies and/or career path going forward
- Explain if the internship met your expectations; if so, how and if not, what could have been done differently?
- **Faculty Supervisor Check-in:** You are required to check in at least once during the internship process with the faculty supervisor, and more should the faculty supervisor deem appropriate. This is to ensure engagement in the internship experience, and also help address any challenges you may encounter along the way.

Your instructor will evaluate these assignments and issue a grade of Satisfactory or Unsatisfactory.

IMPORTANT COURSE EXPECTATIONS

You are an ambassador of Bentley University while on the job at this internship. As such, you are expected to conduct yourself according to the Bentley Core Values and the Bentley Honor Code. You are expected to conduct yourself in a professional manner, to treat your supervisor, co-workers and clients with respect and to do your best.

ACADEMIC INTEGRITY

While working at this internship you are expected to conduct yourself in accordance with Bentley's policies of Academic Integrity, which can be found here:

<https://catalog.bentley.edu/undergraduate/academic-policies-procedures/academic-integrity/>

BENTLEY CORE VALUES

While working at this internship you are expected to conduct yourself in accordance with Bentley's Core Values, which can be found here:

<https://www.bentley.edu/about/mission-and-values.>

DISABILITY SERVICES

Bentley University abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which stipulate no student shall be denied the benefits of an education solely by reason of a disability. If you have a hidden or visible disability which may

require classroom accommodations, please call Disability Services within the first 4 weeks of the semester to schedule an appointment. **Disability Services** is located in **Academic Services (JEN 336, 781.891.2004)**. Disability Services is responsible for managing accommodations and services for all students with disabilities. For additional information, please go to <https://www.bentley.edu/offices/disability-services>

WRITING CENTER

The Writing Center offers one-on-one tutoring to students of all years and skill levels. Located on the lower level of the Bentley library (room 023), the Writing Center provides a welcoming and supportive environment in which students can work on writing from any class or discipline. Writers are encouraged to visit at all stages of the writing process; they can come with a draft, an outline, or just some initial thoughts and questions.

Staffed by highly skilled student tutors, the Writing Center is open six days a week. Drop-ins are welcome, but appointments are encouraged and can be made online at bentley.mywconline.net or by phone at 781.891.3173. For hours and additional information, visit our website at www.bentley.edu/centers/the-writing-center.

ESOL

The ESOL Center offers writing and English language support to students who are English Speakers of Other Languages (ESOL). Our faculty tutors specialize in working with multilingual writers and can provide feedback and strategies on writing for all your course and career-related writing. You're welcome to come in for help at any stage of the writing process, from the brainstorming and organizing point through the final drafting stage. In addition, you can receive support related to source documentation, Power Point slide reviews, oral presentation practice, and pronunciation along with conversation fluency and enrichment.

The ESOL Center is located on the lower level of the Bentley Library, room 026. Day and evening appointments can be scheduled through <https://bentleyesol.mywconline.net> or by dropping by the ESOL Center to see if a faculty tutor is available. Because of the high demand for appointments, however, we encourage scheduling a time in advance whenever possible. For more information, please visit: <https://www.bentley.edu/offices/academic-services/esol>.

Once you have been assigned an instructor, please fill out the following information with your instructor:

Instructor:

Office Phone:

Office:

E-mail:

Office Hours:

Class Meeting Day & Time:

Agree to any meetings or check-ins with your instructor throughout the course of the internship. If you will meet or check in, list those details below.

Dates:

Form of Meeting (in-person, email, etc.)

Due Dates:

Together with your course instructor, please agree to the following due dates for the assignments listed above.

Supervisor's evaluation of student work in the internship: _____

Thank you letter: _____

Self-Evaluation: _____