

MGMT 484 - Internship

Online MGMT directed elective

MGMT 484 is open to MGMT majors who have completed MGMT 363 and have a qualifying internship.

Do all internships qualify?

No. While most internships obtained through the Business Career Fair and the TAMU Career Center qualify, we want to confirm that you'll have opportunity to gain career knowledge and transferrable skills through a professional-level experience. Therefore, we look for internships that include supervised professional development, practical application of theory, and a supportive work environment with opportunities in problem-solving, research, client contact, teamwork, and more. Further expectations on reverse.

How to Qualify

- 1) Obtain documentation
- 2) Meet for documentation review
- 3) Attend orientation

How do I qualify?

- 1) Obtain the following documentation
 - *Offer letter* on company letterhead. Must include:
 - Your name.
 - Start and end dates of internship. Must fall within May 13, 2019 to August 23, 2019.
 - Expected number of work hours/week. Minimum 10 wks, 350 hrs.
 - *Detailed job description*. General work expectations on reverse.

It is the student's responsibility to request the above information be included in offer letter. Incomplete documentation will not be considered.

 - *Supervisor info*: Name, title, email, mailing address, and phone. Provide at documentation review or orientation.
- 2) Meet by appointment for documentation review

Schedule via Howdy with Kristi Mora, MGMT 484 instructor. Meet no later than day prior to orientation.
- 3) If approved, attend course orientation on May 1 or May 23, 2019
 - Obtain syllabus and learn about assignments and submission process.
 - Students who cannot or do not attend the required orientation cannot take the course.

What course assignments can I expect?

- Learning agreement with planned internship goals/activities/deliverables.
- Readings with written assignments due every two weeks.
- Mid-term and final performance evaluations, documentation of daily tasks, and summary of experience.
- Learning agreement deliverables/final project that includes evidence of your learning and achievements.
- Syllabus and assignment details provided at orientation.

Questions?

Kristi Mora, MGMT 484 Instructor
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Tuition and fees apply. In-absentia rate for internships 50+ miles from B/CS. See Student Business Services for 10-week summer term rate and due date.

What makes for a MGMT 484-qualifying internship?

*The course instructor will determine if the following requirements are met based on the internship documentation submitted. **It is the student's responsibility to request this information be included in offer letter. Incomplete documentation will not be considered.***

- Internship dates must fall within May 13-August 23, 2019, minimum 10 weeks and 350 hours.
 - Student must have daily contact and ongoing guidance in their duties by a practicing professional, receiving regular instruction and feedback, while also being allowed to use some independent judgment.
 - The knowledge and experience gained should result from applying theory learned in the classroom to work of significance to the organization and generally transferrable to other organizations.
 - No more than 20 percent of the student's time should be spent handling clerical duties, physical labor, or other responsibilities not typically fundamental to jobs requiring a college degree.
 - Student should be developing or honing skills in writing, research, interpersonal communication, coordinating, managing, problem-solving, analyzing, teamwork, client contact, and the like.
 - There should be NO student-required initial monetary outlay, uncompensated period of work time (unless working for a nonprofit), or potential financial risk. Student should NOT be required to purchase products/services contingent upon employment, have an unpaid training period, have the potential to lose a financial investment she/he has made in the company (perhaps *owing* money at some point during or after the internship), or be in a position that is 100 percent commission.
 - Student cannot be self-employed, employed by or reporting to a member of the student's family, or already working in the job.
 - Student cannot take the course for an internship she/he has already begun or completed.
 - If the student has previously worked for the organization, job responsibilities must be substantially different from prior experience. Student must submit prior and upcoming job descriptions as part of internship documentation.
 - Employers lacking a formal job description should reference the information above for the student's internship documentation, as well as document the position's *key areas of responsibility*, the *tasks associated with each responsibility*, and a *percent time estimate for each responsibility*.
 - Upon approval of internship documentation, student must attend one of the two mandatory internship orientations in order to be enrolled in the course.
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