

## EBTM 497/498 – EBTM Internship

### Eligibility

The Department of Business Analytics & Technology Management requires that students have completed 85 credit hours of coursework, as well as the introductory course in their area of concentration (\*\*\*) prior to beginning an internship. In addition, students must have a minimum cumulative grade point average of 3.0 to be eligible for an internship.

### **General Advisory**

Students who are planning on enrolling in EBTM 497/498 should expect challenging job responsibilities and rigorous course assignments related to their internship. The academic side of the internship will require a tremendous amount of thought and analysis presented in the form of written reports.

Students should also be aware that learning on the job is radically different from what they are used to in the traditional classroom. With an internship, it is the responsibility of the student to actively manage his/her own learning/development process. This is clearly different from a classroom where the instructor takes the responsibility for learning and development. While the faculty coordinator and immediate supervisor at work are always available for consultation, neither will be directly overseeing the “nitty gritty” of the student’s @Work

## Weekly Log (Journal)

Each student will be required to maintain a log or journal that details specific aspects of the internship experience. Students are required to make detailed entries in this log on a weekly basis related to four major areas of the internship. These entries are to be **submitted as “progress reports”** to the sponsoring faculty member **on a weekly basis**.

### Area 1

Describe the progress/actions that were made during the week toward the overall objectives of the internship and the goals/plans that had been set during the previous week. Detailed accounts of behaviors, meetings, projects, accomplishment, obstacles, etc. should be presented here.

### Area 2

Assess your interpersonal relationship with others on the job during the past week. Describe encounters with coworkers, your immediate supervisor, higher ups, or corporate staff personnel that impacted any of your attitudes, behaviors, or work related performance. Assess levels of collegiality, conflict, teamwork, etc. and relate them to your ability to pursue your work related objectives. Describe the implications of what you learned in this area for your future relationship and behavior.

### Area 3

Describe specifically what you learned during the week. You should comment on specific job related skills as well as things you learn about yourself, your prospective career, your employing organization, and organizations in general. An effective internship will result in your learning something new or

Area 4: Describe Area



# EBTM 497/498 Internship Approval Form

Students are required to work a minimum of 120 hours in an actual professional business environment. Internship must relate to student's concentration. Pre requisites: 3.0 GPA and successful completion of MKTG 341, MNGT 361, FIN 331.

E Business /BSAP Major: should also complete EBTM 337.

PMBA Track: should also complete EBTM 443.

Departmental consent is required.

\_\_\_\_\_ Fall  
\_\_\_\_\_  
\_\_\_\_\_ Spring  
\_\_\_\_\_  
\_\_\_\_\_ Summer  
\_\_\_\_\_  
\_\_\_\_\_

## PRINT CLEARLY:

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

E mail Address : \_\_\_\_\_

Telephone Numbers: (local) \_\_\_\_\_ (cell phone) \_\_\_\_\_

*My Major and concentration/track is (select one):*       BSAP (EBUS)       Bus. Administration

# Appendix A

## The Internship Program

### Work Hours Log

Towson University, College of Log

*Please print or type legibly*

Intern \_\_\_\_\_ Term \_\_\_\_\_

Internship Site \_\_\_\_\_ Supervisor \_\_\_\_\_

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total

Total Hours Worked: \_\_\_\_\_

*I verify that the hours listed above are accurate.*

Intern's Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

# Appendix B

EMPLOYER'S FINAL KSA PERFORMANCE EVALUATION OF \_\_\_\_\_  
(Please Print)

Dear Employer:

The College of Business and Economics (CBE) understands the need for its graduates to be broad based and ready to perform immediately upon entering the job market, both as individuals and in teams. Therefore, its curriculum contains concrete, measurable and attainable objectives throughout. As a result, each CBE graduate is expected to perform successfully in eight areas of Knowledge, Skills and Attitudes (KSAs) as listed below. Please rate your intern's performance only on the KSAs that apply to his/her job that you or others in your organization have had an opportunity to observe.

The Rating Scale is: 3 = EXCELLENT; 2 = SATISFACTORY; 1= POOR; N/A = Not Applicable

N/A ratings do not adversely impact the overall evaluation score. After rating the student on their KSAs, please describe the student's performance as an intern, as if you were grading the student in a course. At which level did the student perform "A," "A-," "B+," "B," "B-," "C+," "C," or "F?" Circle one grade. Please also provide any constructive comments you may have. In addition, please provide specific feedback for any 1's you checked off above. (Continue on an additional sheet if necessary.)

<b><i>ACCREDITED BUSINESS KNOWLEDGE</i></b>		<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
1.	Know, apply, and integrate the content of one's major				
<b><i>COMMUNICATION</i></b>		<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
2.	Write articulate, persuasive, and influential reports, proposals, letters				
3.	Make articulate, persuasive, and influential oral presentations				
4.	Develop graphic, spreadsheet, and financial analysis to support position taken				
5.	Engage in active listening in individual and group settings <span style="float: right;">(please see next page for explanation of evaluation)</span>				
5.1:	Acquire and Analyze Information				
5.2:	Follow Directions				
<b><i>THINKING: CRITICAL and CREATIVE</i></b>		<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
6.	Identify problems and/or opportunities using cross disciplinary				



17) *Treat others with respect; show sensitivity to their views, values and customs*

Criteria	Excellent (3)	Satisfactory (2)	Poor (1)
<u>Treat All People Fairly, with Dignity and Respect</u>	Treats everyone with personal dignity and respect, no matter what their role or responsibility. Shows deep cultural awareness and sensitivity and actively reaches out to build productive relationships. Recognizes that colleagues and customers are entitled		