

BUS 461 Internship

Spring, 2008

Course Description:

Career Services coordinates the Internship matching process with the departmental faculty internship coordinator. Internships approved by the EconBus Department provide juniors and seniors with valuable opportunities to test new skills and competencies while testing initial career choices in a variety of work environments in the city of Memphis, including banking, accounting, marketing, human resources, and other business-related internships. Typically, the internships offered through the EconBus Department give students the chance to develop, refine, and apply their economics academic training and knowledge from their business disciplines in a practical work setting. The academic internship carries 1 hour of credit that is awarded on a Pass/Fail basis. Applicants must have a GPA of 2.5 or the approval, in special circumstances, of the department chair. May times the requirements of the internship host will be more stringent than a 2.5 GPA.

Method of Evaluation:

Students are to complete the following and submit them to Professor Pittman no later than **May 1, 2008**:

1. A journal containing detailed weekly entries describing the work assigned at the internship, what you are learning about the job, the profession, the work environment, and so forth.
2. A paper of 7-8 pages that reflects on your internship experience. Please attach as an appendix to your essay any written work that you produced or to which you made a significant contribution.

Words of Advice:

- Be on time.
- Do not miss work without notice.
- Find out what the appropriate dress code is for your workplace and follow it.
- Ask questions if you don't understand your assignment.
- If you are not learning or are performing clerical tasks much of the time, notify Career Services and Professor Pittman.
- Find a mentor(s). This is your networking opportunity.
- You represent Rhodes to the community, not just yourself.