

**PEPPERDINE UNIVERSITY**  
**THE GEORGE L. GRAZIADIO**  
**SCHOOL OF BUSINESS AND MANAGEMENT**

---

**DR. DONALD ATWATER   DR. OTIS BASKIN   DR. SEAN JASSO**

**INTERNSHIP (MBAM 695)**

**SUMMER SEMESTER 2008**

**MALIBU**

---

**SYLLABUS**

## **Internship (MBAM 695)**

**Faculty Advisors:** Dr. Donald Atwater  
[datwater@pepperdine.edu](mailto:datwater@pepperdine.edu)  
Dr. Otis Baskin  
[obaskin@pepperdine.edu](mailto:obaskin@pepperdine.edu)  
Dr. Sean Jasso  
[sjasso@pepperdine.edu](mailto:sjasso@pepperdine.edu)

**Career Services  
Advisors:** Lauren Nakano  
[Lauren.Nakano@pepperdine.edu](mailto:Lauren.Nakano@pepperdine.edu)  
Kristin Strange  
[Kristin.Strange@pepperdine.edu](mailto:Kristin.Strange@pepperdine.edu)

### **Introduction**

An Internship is a supervised opportunity to apply what students have been learning in a functioning organization. All students in the two-year program are required to complete an internship course during the summer trimester. Students in the 12-month, 15-month and dual degree programs should check with the Program Office to determine if they are eligible (or required) to take internship elective course(s). Elective internship courses need to be discussed with and approved by the Program Office.

Students work with faculty advisors, Career Services advisors, and employer supervisors. Students will follow a four step sequence with assignments due at each step. The steps and assignments are described in the course requirements section of this syllabus.

### **Course Objectives**

1. To ensure that all graduates of the two-year full-time MBA program and approved students in the 12-month, 15-month and dual degree programs gain substantive employment experience as an intern at an off-campus business establishment.
2. This experience is intended both to improve the career prospects of students upon graduation and to provide applied business experience following the first year of the curriculum.

### **Grading**

Successful internships are the result of on-going conversations with the market place, Career Services and faculty advisors. At the end of an internship success will be measured in these ways (hereafter referred to as the three value propositions):

- The value of the internship as a learning experience
- The value of the internship as a test of MBA skills
- The value of the match between students and employers.

The 2008 Internship program is structured to identify and track expected learning experiences, uses and applications of MBA skills, and the value of matches from the perspectives of employers and interns. Faculty advisors will work with students to structure and measure their value propositions. Career Services will work with students to effectively match student career interests and opportunities in the market place.

Credit for the internship course will be provided when a student has completed all steps in the internship process and demonstrated to their faculty advisors that their value propositions have been met in a timely and acceptable manner. The Point (Grading) Grid for 2008 Internship Course shows how the grading system works. Failure to provide timely and acceptable internship documents result in reduced point scores. Point totals below 80 points will result in a NO CREDIT grade for an internship. Students may view their point scores and grading results during the course on Blackboard

**Point (Grading) Grid for 2008 Internship Course**

<b>Offer Review and Approval Form</b>	<b>!</b> <b>5</b>	Form posted by student Asked for additional information (revision) - waiting second round <i>(Note: second round starts clock over (adds up to 2 weeks to complete and 3 to review))</i>	<b>Assignment # 1</b>
	<b>20 points</b>	if filed within 2 weeks of the OFFER ACCEPT date of the internship and accepted by faculty advisor within 3 weeks of the OFFER ACCEPT date	
	<b>10 points</b>	if filed beyond the 2 week window and accepted by faculty advisor within 3 weeks of the OFFER ACCEPT date of the internship	
	<b>0 points</b>	if filed outside the 2 week window and not accepted by faculty member within 3 weeks of the OFFER ACCEPT date	
<b>Interim Report</b>	<b>!</b> <b>5</b>	Report posted by student Asked for additional information (revision) - waiting second round <i>(Note: second round starts clock over (adds up to 2 weeks to complete and 3 to review))</i>	<b>Assignment #2</b>
	<b>25 points</b>	if filed within 2 weeks of MID (half way) date of internship and accepted by faculty advisor within 3 weeks of MID date	
	<b>15 points</b>	if filed outside 2 week window and accepted by faculty advisor within 3 weeks of the MID date of the internship	
	<b>0 points</b>	if filed outside 2 weeks of the MID date window and not accepted by faculty member within 3 weeks of the MID date of the internship	
<b>Supervisor Evaluation</b>	<b>!</b> <b>5 points</b>	Report posted by supervisor if filed before FINAL Report and verifies that student value propositions are accurate <i>(Note: students should notify their faculty advisor if there are any issues regarding their relationship with their supervisor(s).)</i>	<b>Assignment #3</b>
<b>Final Report</b>	<b>!</b> <b>5</b>	Report posted by student Asked for additional information (revision) - waiting second round <i>(Note: second round starts clock over (adds up to 2 weeks to complete and 3 to review))</i>	<b>Assignment #4</b>
	<b>50 points</b>	if filed within 2 weeks of the END date of the internship and accepted by faculty advisor within 3 weeks of END date of the internship	
	<b>30 points</b>	if filed outside 2 week window and accepted by faculty advisor within 3 weeks of END date of the internship	
	<b>0 points</b>	if filed outside 2 week window and not accepted by faculty member within 3 weeks of the END of the internship	

**Course Grading** : requires **80 points or higher** to receive Pass.

**Students who do not Pass their Internship Course will not be able to graduate.**

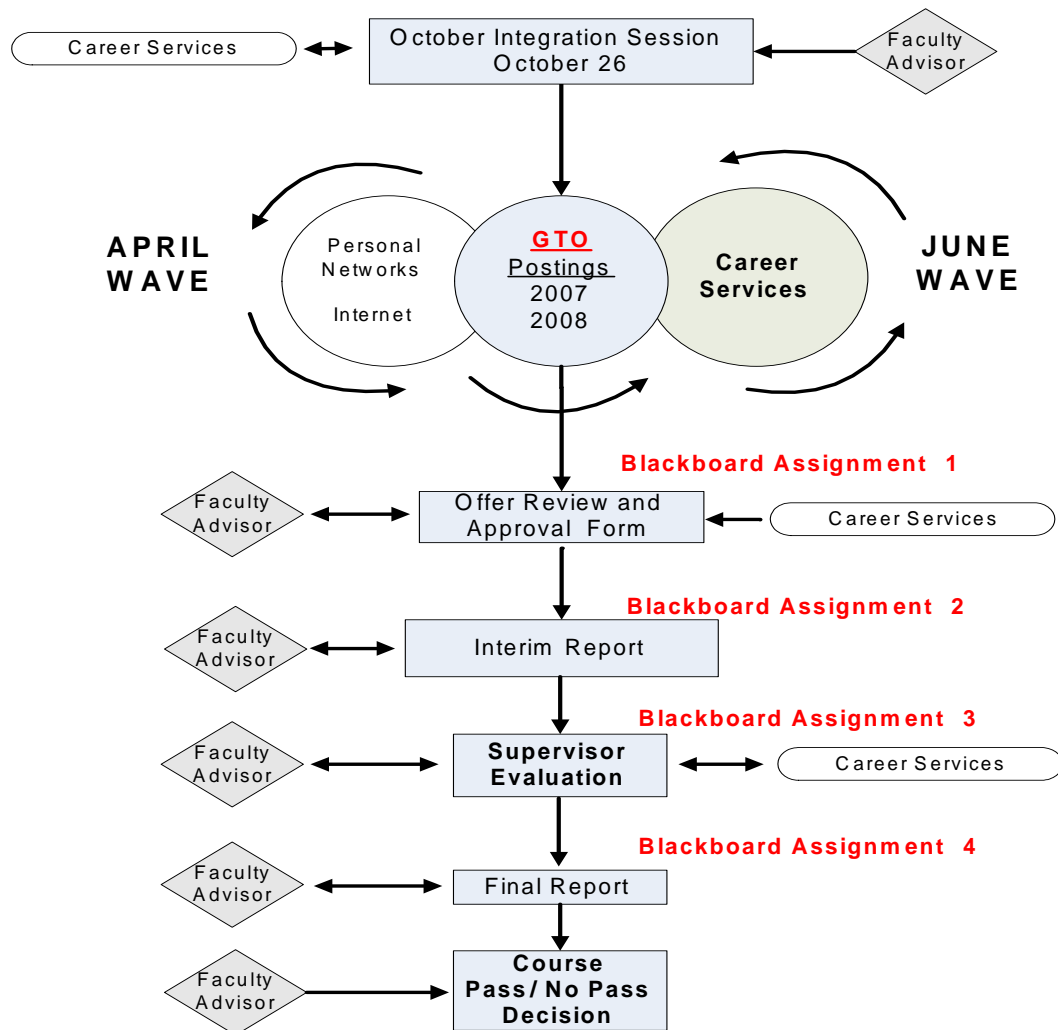
Grade Points will be posted by faculty advisors and available to students throughout the internship period.

## Course Requirements, Internship Process and Timelines

The basic requirement of the course is to complete a substantive internship position, whether that position is paid or unpaid. The position should ideally be for full-time employment and last 8-12 weeks. Past experiences show that the longer the internship the better the learning experience. Some flexibility in total amount of time in the position is possible but should be discussed with your faculty advisors and Career Services. **In order to establish that you have completed a substantive internship, you must complete a four-step process.** At each step in the process an assignment will be due and graded by your faculty advisor. If you have technical problems using the GTO or Blackboard systems contact Career Services.

The following is an illustration with information about the four step process and important pre-course assignments.

### Summer 2008 Internship Course Cycle



As soon as possible students should begin their dialogue with the marketplace. You are encouraged to meet on a regular basis with your Career Services Advisor. This includes contacting Career Services to express your interests and expectations

about future internships. Although this process is informal (i.e. is not a formal requirement) for the course, students with active marketplace dialogues do report receiving more value from their internships. Dialogues with faculty advisors should also be initiated to begin formulating the three value propositions for your internship. Although changes are inevitable and flexibility is required in the identification and selection of an internship, starting marketplace discussions early in the Fall 2007 Semester will make the formal internship process easier to complete and more valuable.

Since the Summer 2008 Semester begins in early May at Pepperdine the ideal time to complete the internship selection process is in early April. However, students should be aware that there are two internship “waves”. The first internship wave is driven by student availability. Pepperdine students get out early and employers who are ready can and do hire interns before other students are finished with their Spring Semesters. However, not all employers are ready to work with interns beginning in May or even June. The second “wave” which is driven more by employer schedules occurs in May and June. Students must decide how to select an internship opportunity in this uncertain world. Students should also note that some internships, such as those in Investment Banking, are often decided before calendar year end. On-going conversations with the marketplace, Career Services, and your faculty advisors are strongly recommended and need to be documented beginning after the Fall Orientation /Integration session.

Employers offering unpaid positions may ask for a letter confirming that course credit will be earned. This has become endemic in the entertainment industry. Contact Career Services if a letter confirming course credit is requested.

**STEP 1: Fill in and submit an Internship Offer and Approval Form when you have ACCEPTED an internship offer. (Assignment 1)**

**Description:** This notice provides contact information and a description of the position that you propose for the internship. It should convey all the information needed for faculty advisors to understand the value propositions of the proposed internship. Students should submit the notice when an internship offer has been made by an employer and accepted by the student.

**Method:** Locate and complete the on-line form in one of the Blackboard MBAM 695 courses. Please note you will be assigned a faculty advisor and a specific Blackboard MBAM 695 course (such as MBAM 695.1X for Dr. Atwater). Completed forms should be posted under Assignment 1.

The course syllabus, collateral materials, grading information and report submission will be also be found in the Blackboard courses.. Faculty advisors may ask for additional information if the notice is incomplete or requires stronger value propositions. Additional information requested by faculty advisors can be added and submitted as an update to the notice. Once an internship notice is approved work can proceed on the schedule agreed to with the participating organization.

**Deadlines: State of Internship.** The Notice of Internship (Internship Request Form) must be filed within two weeks of the ACCEPT date for an internship.

If a student changes the ending date of an internship it is the student's responsibility to notify Career Services and his/her faculty advisor. With proper notification the dates for scoring assignments can be changed. Without proper notification scoring will not be changed and scoring will not be adjusted.

**If a student decides to leave an internship** for an alternative internship a Change Approval and Review form must be picked up in the Career Services Office, filled in and submitted for review by your faculty advisor and Career Services advisor. Changing internships can have significant effects on future internship offers from employers and must be reviewed prior to resubmitting a new Assignment 1 notice.

### **STEP 2: Prepare and submit an Interim Report (Assignment 2)**

**Description:** This report should provide information about how an internship is progressing. The objective of this contact is early identification of any issues that may arise and need advisory input. Early expectation filed at the offer stage will be compared to the realities at the interim point of the internship. Value propositions statements are likely to change and become more focused. This report is also expected to effectively prepare the way for the final report.

**Method:** Upload your report into the **Assignment 2** in Blackboard.

**Deadline: Mid-Internship.** The interim report is due within **two weeks** of the mid-point of the internship (as filed in Assignment 1 or modified with a Change Approval and Review form.)

### **STEP 3: Request and work with your Supervisor to submit a Supervisor Evaluation Report (Assignment 3)**

**Description:** This report should provide information about how an internship is progressing from the Supervisor's perspective. The objective of this contact is verification that the value propositions are consistently viewed from the student's and the Supervisor's perspectives. Interim value propositions from the student's perspective and the Supervisor's perspective will be compared and addressed by the faculty advisor. This report is also expected to effectively prepare the way for the final report.

**Method:** Upload this report after discussing it with your Supervisor into **Assignment 3** in Blackboard.

**Deadline: Post Mid-Internship.** The interim report is due **as soon after the interim report as possible.** Any problems in completing this assignment should be discussed with your faculty advisor. Responsibility to complete this report is shared by the student and the Supervisor. This assignment is an important step in the internship learning experience.

**STEP 4: Prepare and submit a written Final Report of Completed Internship Experience (Assignment 4)**

**Description:** This report should update any changes in the employer contact information you previously supplied, and provide a more detailed account of what your position **actually** entailed and what **values were actually provided**. Results for each of the three value propositions will be documented in this report. Employers will not receive a copy of the Final Report.

**Method:** Post your Final Report in Assignment 4.

**Deadline: End of Internship**

Students should submit their final report within two weeks of the recorded end date of their internship.