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ACTG 298.02: Business Internship

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Syllabus for Business Internships 298

TERM:	Spring 2024
PROFESSOR:	Michelle Schwartz
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OFFICE:	GBB L35
PHONE:	406-243-6771
COURSE TITLE:	Internship
COURSE NUMBERS:	Co-listed as: ACTG 298, BFIN 298, BGEN 298, BMGT 298, BMIS 298 and BMKT 298
CLASS RESOURCES:	Moodle
CLASS MEETING TIME:	Asynchronous (No final exam)
CREDITS:	1-3
GRADING MODE:	Traditional letter grade
OFFICE HOURS:	Mondays and Wednesdays at 10:00-11:00 AM and by appointment in the Gianchetta Student Success Center L35

Course Description:

The Business Student Internship course is designed for students interested in receiving academic credit for their internship. The assignments are constructed to help you think intentionally about your internship experience, career goals and professional development.

Mission Statements and Assurance of Learning

The College of Business at the University of Montana creates transformative, integrated, and student-centric learning experiences, propelling our students to make immediate and sustained impact on business and society. We nurture our students' innate work ethic to develop confident problem solvers and ethical decision makers. We pursue thought leadership and collectively create opportunities for a better life for our students, faculty, and staff.

COB Core Values:

- Students first: We educate the whole person
- Experiential learning: We create experiences that matter
- Thought leadership: WE create rigorous and relevant knowledge
- Stewardship: We value people, planet and profit

Learning Goals:

As part of our assessment process and assurance-of-learning standards, the COB has adopted the following learning goals for our undergraduate students:

Learning Goal 1: COB graduates will possess **integrated business knowledge** for the core disciplines of Accounting, Finance, Management Information Systems, Management and Marketing.

Learning Goal 2: COB graduates will be **effective communicators**.

Learning Goal 3: COB graduates will possess **problem-solving skills**.

Learning Goal 4: COB graduates will have an **ethical awareness**.

The mission for this course is: To empower aspiring business leaders through immersive, hands-on internship experiences. We aim to bridge the gap between academia and industry by providing a dynamic platform for students to apply theoretical knowledge in real-world settings. Our goal is to cultivate critical thinking, professional skills and a global mindset, fostering the development of versatile, ethical and innovative business professionals. Through mentorship, meaningful projects, and exposure to diverse industries, we strive to inspire a lifelong passion for learning, leadership and impactful contributions to the ever-evolving business landscape

Learning objectives for this course include:

1. **Professional Skill Development:** Enhance professional skills such as communication, teamwork, time management, problem-solving and adaptability in a real-world business environment.
2. **Industry Exposure:** Gain exposure to the industry's practices, trends, and culture, allowing students to understand the dynamics of the business world and its various sectors.
3. **Networking and Relationship Building:** Develop networking skills by establishing connections with professionals, peers and mentors within the industry, fostering relationships that may be beneficial for future career opportunities.
4. **Self-Reflection and Learning:** Encourage self-reflection and continuous learning by regularly evaluating personal strengths, weaknesses and areas for improvement throughout the internship experience.
5. **Presentation and Reporting Skills:** Develop the ability to present findings, reports or project outcomes effectively, improving communication skills and the ability to articulate ideas professionally.
6. **Career Readiness:** Prepare students for future career opportunities by providing guidance on resume building, networking skills and understanding workplace expectations and norms.

Course Learning Goals

After completing this course, a student will be able to:

- Create and deliver a presentation;
- Maintain and update their resume and LinkedIn profile;
- Schedule an informational interview;
- Network with professionals in their field

Course Structure:

This course will consist of a series of self-driven assignments. All materials are available on Moodle. There are no attendance requirements. **Please reach out to me directly if you have questions about the curriculum.**

To be successful in this course you must keep up with the self-guided activities and ask for help whenever you need it.

Content Materials:

There is no required text for this class; however, there are reference materials and YouTube videos to assist you in completing assignments. All required materials are available on Moodle.

Course Deliverables and Grading Breakdown: Please see course assignments for additional details

1. Acknowledge that you have read the course syllabus and all assignments – Due January 21st (10%)
2. Assignment: Employer Profile – Due February 4th (15%)
3. Assignment: Conduct an informational interview – Due February 18th (15%)
4. Assignment: What's cool about your job? – Due March 3rd (10%)
5. Create or Update Resume and LinkedIn Profile – Due March 31st (20%)
6. Final Presentation or Reflection Video–Due May 6th (20%)
7. Submit your work hours – Due May 6th (10%)

All assignments are to be completed individually and uploaded on Moodle.

Course grades will be assigned as follows (grades are not curved, nor are they rounded):

A	93 or more points
A-	90-92.9 points
B+	87-89.9 points
B	83-86.9 points
B-	80-82.9 points
C+	77-79.9 points

C	73-76.9 points
C-	70-72.9 points
D	60-69.9 points
F	59.9 or fewer points

All grades are updated in Moodle on a periodic basis. No credit will be given for late assignments. Final course grades are non-negotiable, regardless of secondary consequences.

Schedule for Registration, Adding and Dropping Classes

Dates	Description
Thursday January 18, 2024	<p>Spring semester 2024 classes begin</p> <ul style="list-style-type: none"> • Class waitlists expire. • Instructors may grant digital registration overrides at their discretion.
Jan. 26, 2024	<p>Spring class day 7:</p> <ul style="list-style-type: none"> • Last day for students to add classes via CyberBear without consent of instructor. • Tuition and fees are billed as usual for additional credits or newly added courses.
Jan. 27 – Feb. 7, 2024	<p>Spring class day 8 - 15:</p> <ul style="list-style-type: none"> • Instructors must issue digital registration overrides in CyberBear to approve any spring class adds. • Departments may continue to enter registration overrides via Banner. • Tuition and fees are billed as usual for additional credits or newly added courses.
Feb. 7, 2024	<p>Spring registration bill payment deadline:</p> <p>Students who have not paid their registration bill are subject to cancellation from their courses.</p> <p>Cancelled students who have secured payment for the semester may be eligible to re-register. Contact Student Accounts to pay your balance in full.</p> <p>Student Accounts is located on the 5th floor of Aber Hall. They can be reached at 406-243-2223 or UMstudentaccts@mso.umt.edu.</p>
Feb. 7, 2024	<p>Spring class day 15:</p> <ul style="list-style-type: none"> • Last day to drop individual classes on CyberBear with no W on transcript; refunds where applicable. • Last day to withdraw from the semester (drop all courses) with a partial refund. See semester withdrawal website for details and withdrawal form. • Last day to add classes with digital registration overrides on CyberBear.

	<ul style="list-style-type: none"> • Last day to change credits in variable credit courses & switch grade mode in CyberBear without instructor's consent. • Last day to change grading option to or from audit. • Last day to buy or refuse UM's student health insurance coverage.
Feb. 8 - March 28, 2024	<p>Spring class day 16 - 45:</p> <ul style="list-style-type: none"> • Course adds & drops require instructor's & advisor's approval using the Course Add/Change/Drop link in CyberBear. • \$20 late fee applies per add or drop. • W will appear on the transcript for dropped classes. • No refunds for course drops or semester withdrawals. • Students can change variable credit amounts and grading options (except audit) on eligible courses using the Course Add/Change/Drop link in CyberBear. • Tuition and fees are billed as usual for additional credits or newly added courses. • Any student not registered for at least one course (on schedule in CyberBear) must contact the Office of the Registrar to discuss late enrollment. <p>Email registration@umontana.edu to request information about late enrollment. Requests are not guaranteed approval.</p>
Feb. TBD, 2024	Autumn semester 2024 advising for priority registration begins.
March 28, 2024	<p>Spring class day 45</p> <ul style="list-style-type: none"> • Last day to drop a class without Dean approval. • Last day to drop a class with a W rather than WP or WF. <p>Last day for students registered for no classes to request late enrollment for spring semester. Approval is not guaranteed.</p>
March 29 - May 3, 2024	<p>Spring class day 45 - last class day:</p> <ul style="list-style-type: none"> • Course adds require instructor's & advisor's approval using the Course Add/Change/Drop link. \$20 fee applies. • Tuition and fees are billed as usual for newly added courses. • Drops require instructor's, advisor's, & Dean's approval using the Course Add/Change/Drop link. \$20 fee applies. • A WP or WF will appear on the transcript for dropped classes. • No refunds for course drops or semester withdrawals. • Students can change variable credit amounts, or change grading options, (except audit) using the Course/Add/Change Drop link in CyberBear. • Tuition and fees are billed as usual for additional credits.

May 3, 2024	Last day of spring instruction <ul style="list-style-type: none"> Last day to withdraw from the semester (drop all classes).
May 6 - May 10, 2024	Final exams week for spring semester.
May 17, 2024	Grades post to CyberBear and to student transcripts <i>on or around</i> this date.

Resources

- [The Writing and Public Speaking Center](#): The Writing and Public Speaking Center provides one-on-one tutoring to students at all levels and at any time in the writing process.
- UM Information Technology: Get the technology, tools, and services you need, whether you are a student, faculty, staff, or someone partnering with the University of Montana. Visit the [UM IT webpage](#) for services and self-help articles, or contact the help desk directly by calling 406.243.HELP (4357) or emailing ithelpdesk@umontana.edu.

Communications:

Faculty may only communicate with students regarding academic issues via official UM email accounts. Accordingly, students must correspond with their professors using authorized UM accounts. E-mail received from non-UM accounts may be flagged as spam and deleted without further response. Due to privacy and security issues, confidential information (including grades and course performance) will not be discussed via e-mail.

I will try to be timely when responding to e-mail messages. If you send an e-mail during normal business hours, you will almost always receive a response by close of business that day, or within one business day at the latest. However, messages must be professional, well-written, and grammatically correct. Be sure to put **Internship Course 298** in the subject line of all correspondence when sending me messages. This will allow me to respond in a timely manner. **Finally, please check your official UM email account at least once per day.** Feel free to contact me via text message or phone as well – 503-243-6771.

Academic Integrity

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. The University of Montana Student Conduct Code specifies definitions and adjudication processes for academic misconduct and states, “Students at the University of Montana are expected to practice academic honesty at all times.” **IMPORTANT: It is the student’s responsibility to be familiar with the [Student Conduct Code](#), including definitions of academic misconduct.** (found online at <http://www.umt.edu/student-affairs/community-standards/default.php>).

The College of Business endorses academic honesty as a pillar of integrity crucial to the academic institution. Academic honesty is an important step towards developing an ethical backbone needed in a professional career. Failure to practice academic honesty is considered academic misconduct. Academic misconduct will be penalized to the fullest extent. Students are expected to:

- Be knowledgeable of activities that are considered academic misconduct, as defined in section V.A. of the UM Student Conduct Code,
- Practice academic honesty on all exams, quizzes, homework, in-class assignments, and all other activities that are part of the academic component of a course,
- Encourage other students to do the same.

Confusion may arise in what is and is not academic misconduct. Students should ask if they are unsure if a behavior will be viewed as academic misconduct. A good rule of thumb is that any credit-earning activity in a course should represent the true skills and ability of the person receiving the credit. A partial list of situations that are considered academic misconduct is in the [COB Professional Code of Conduct](#) (found online at <http://www.business.umt.edu/ethics/professional-conduct-code.php>). If at any point a student is unsure if working with another student is permissible, that student should contact the instructor before doing so.

A Note on Generative Artificial Intelligence

Artificial intelligence (AI) language models, such as ChatGPT or Bard, may be used for any assignment with appropriate citation. Examples of citing AI language models are available at: libguides.umn.edu/chatgpt. You are responsible for fact checking statements composed by AI language models. The assignments in this course are designed such that generating a quality response with a generative AI model requires as much if not more effort than doing so without using AI.

Accommodations

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and the Office for Disability Equity (ODE). If you anticipate or experience barriers based on disability, please contact the ODE at: (406) 243-2243, ode@umontana.edu, or visit www.umt.edu/disability for more information.

Retroactive accommodation requests will not be honored, so please, do not delay. As your instructor, I will work with you and the ODE to implement an effective accommodation, and you are welcome to contact me privately if you wish.

Land Acknowledgement

The University of Montana acknowledges that we are in the aboriginal territories of the Salish and Kalispel people. Today, we honor the path they have always shown us in caring for this place for the generations to come.

Inclusion Policies

The University of Montana values leadership, engagement, diversity, and sustainability, because our institution is committed to respecting, welcoming, encouraging, and celebrating the differences among us.

As members of the University of Montana community, we aspire to:

- Respect the dignity and rights of all persons.
- Practice honesty, trustworthiness, and academic integrity.
- Promote justice, learning, individual success, and service.
- Act as good stewards of institutional resources.
- Respect the natural environment.

Your Well-Being Matters:

At UM, we value every student's wellbeing and believe that taking care of yourself is imperative to your success as a student. College students often experience issues that may interfere with academic success such as academic stress, sleep problems, juggling responsibilities, life events, relationship concerns, or feelings of anxiety, hopelessness, or depression. If you or a friend is struggling, we strongly encourage seeking support. Helpful, effective resources are available on campus.

- If you are struggling with this class, please visit during office hours or contact me by email at michelle.schwartz@umontana.edu.
- Check-in with your academic advisor in the Student Success Center on the lower level of the Business Building if you are struggling in multiple classes, unsure whether you are making the most of your time at the University of Montana.
- Reach out to the COB Well-Being Coordinator, Cate Maher, housed in the Gianchetta Student Success Center by e-mailing: Cate.Maher@mso.umt.edu
- Reach out for Counseling Support at Curry Health Center Counseling. To make a counseling appointment call 406-243-4712 or go online to the Curry Health Portal to schedule an appointment

- If you feel you need accommodations for a mental health concern, reach out to the Office of Disability Equity (ODE) at 406-243-2243
- If you feel that you would benefit from general wellness skills to support your overall stress reach out to CHC-Wellness at 406-243-2809
- If you have experienced sexual assault, relationship violence, bullying, intimidation, or discrimination contact the Student Advocacy Resource Center (SARC) 406-243-4429 *24/7 support line 406-243-6559
- If you are experiencing a mental health crisis and seeking immediate help, call 911, go to the nearest hospital emergency room or call Campus Safety at 406-243-4000

Other Resources:

- 24/7 Student Advocacy Resource Center Crisis Line (SARC) 406-243-6559
- 24/7 National Suicide Prevention Lifeline/Crisis counseling call 988
- 24/7 Community Resource line, text 211 or go to: <https://montana211.org/>
- National Crisis Text line, text "HOME" to 741741
- LGBTQIA2S+ Students, text "START" to 678678
- STUDENTS OF COLOR, text "STEVE" to 741741
- The Strong Hearts Native Helpline:(844) 762-8483
- 24/7 Trevor Lifeline - for LGTBQIA2S+ folks in Crisis: (866) 488-7386, <https://www.thetrevorproject.org/>

Basic Needs Security

Any student who faces challenges securing food or housing, and believes that this could affect their performance in this course, is urged to contact any or all of the following campuses resources:

- **Food Pantry Program**
 - UM offers a food pantry that students can access for emergency food. The pantry is open on Tuesdays from 9 to 2, on Fridays from 10-5. The pantry is located in UC 119 (in the former ASUM Childcare offices). Pantry staff operate several satellite food cupboards on campus (including one at Missoula College). For more information about this program, email umpantry@mso.umt.edu, visit the pantry's [website \(https://www.umt.edu/uc/food-pantry/default.php\)](https://www.umt.edu/uc/food-pantry/default.php) or contact the pantry on social media (@pantryUm on twitter, @UMPantry on Facebook, um_pantry on Instagram).
- **ASUM Renter Center**
 - The Renter Center has compiled a list of resources for UM students at risk of homelessness or food insecurity [here: http://www.umt.edu/asum/agencies/renter-center/default.php](http://www.umt.edu/asum/agencies/renter-center/default.php) and [here: https://medium.com/griz-renter-blog](https://medium.com/griz-renter-blog). Students can schedule an appointment with Renter Center staff to discuss their situation and receive information, support, and referrals.
- **TRiO Student Support Services**
 - TRiO serves UM students who are low-income, first-generation college students, or have documented disabilities. TRiO services include a textbook loan program, scholarships and financial aid help, academic advising, coaching, and tutoring.
 - Students can check their eligibility for TRiO services online [here: http://www.umt.edu/trioss/apply.php#Eligibility](http://www.umt.edu/trioss/apply.php#Eligibility).

Please contact me any time for help if you are comfortable doing so. I will do my best to help connect you with additional resources.

Grievance Procedures

The formal means by which course and instructor quality are evaluated is through the written evaluation procedure at the end of the semester. The instructor and department chair receive copies of the summary evaluation metrics and all written comments sometime *after* course grading is concluded. Students with concerns or complaints during the semester should first communicate these to the instructor. This step almost always resolves the issue. If the student feels that the conflict cannot be resolved after meeting with the instructor, the student should contact the department head. If, after speaking with the department head and the instructor, the student still feels that the conflict has not been resolved, contact the Associate Dean of the College of Business.