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HMR 290T.01: Administration Management Internship

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**MISSOULA COLLEGE
THE UNIVERSITY OF MONTANA
BUSINESS TECHNOLOGY**

COURSE NUMBER AND TITLE: HMR290T-SP15-Galipeau, Administrative Management Internship
DATE: Spring 2015
INSTRUCTOR: Cheryl Galipeau, Administrative Management Program Director, Internship Director
E-MAIL: cheryl.galipeau@umontana.edu
PHONE: (406) 243-7874
OFFICE: AD11D
OFFICE HOURS: As posted, UM email, telephone, or by appointment
CREDITS: 2
CONTACT HOURS / SEMESTER: 90

PREREQUISITES:

Enrolled in final semester of program, minimum of “C” in all program specific courses, and recommendation of Administrative Management Program Director.

COURSE DESCRIPTION:

On-the-job training in positions related to each student’s career goal in the administrative assisting field. This experience increases students’ skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of six hours each week at an approved site and attend scheduled one-hour seminars.

COURSE GOALS:

Upon completion of this course, the student will:

1. Employ classroom skills in a 90 hour business environment.
2. Develop occupational preparedness and professionalism through completion of employment credentials and attendance of seminars.
3. Gain experience for initial employment.
4. Assess his/her internship position and present findings to peers and program director.

COURSE OBJECTIVES:

1. Create, edit, and proofread a professional resume to communicate your skills, personality and values to fit the requirements of an internship or employment opportunity.
2. Create, edit, and proofread a professional cover letter to communicate your skills, personality and values to fit the requirements of an internship or employment opportunity.
3. Understand the use of and techniques employed with applicant tracking systems to modify resumes and cover letters to increase interview opportunities.

4. Interview successfully for internship or employment.
5. Understand business fundamentals such as types of business entities, wage and hour employment guidelines, and interviewing practices.
6. Submit required internship paperwork and meet course requirements as described in the next section.
7. Create and submit one professional student portfolio work sample.
8. Write and present a summary of internship experience including learning agreement goals, how goals were met, and challenges, successes, and concluding thoughts.

COURSE REQUIREMENTS:

1. Secure an internship position and submit completed "Learning Agreement", including Program Director approval. **No hours will be recorded until this is done.**
2. Submit completed and signed program objectives identified in "Learning Agreement Goals for Administrative Management Internship", within the first two weeks of employment.
3. Complete green time card and turn in weekly to Internship Director. Incomplete card will not be accepted.
4. Submit Midterm Evaluation at 45 hours, (student responsibility) – Copy.
5. Complete 90 hours of supervised work at an approved internship site.
6. Attend scheduled seminars for special topics, group discussions, guest speakers and oral presentations.
7. Prepare and submit documents to instructor as required for student portfolio described on attachment to syllabus.
8. Present an informal oral presentation to peers and program director during a scheduled internship seminar. This report will be based on the internship report described in attached document outlining portfolio requirements. Oral report presentations will be scheduled near the end of the semester. Some students will have completed the required 90 hours of internship, but students may present the report with at least 50% of the required hours complete. The report should be brief (2-5 minute) and describe and assess the effectiveness of the internship objectives and overall experience.
9. Final Evaluation by Supervisor (Internship Director responsibility) – Copy.

EVALUATION:

Any missing projects and seminars will decrease the student overall grade. Students who miss a seminar may make-up that topic. A midterm evaluation will be done at completion of 45 hours. The midterm evaluation is the responsibility of the student to obtain and request employment supervisor to complete. The original copy of the midterm evaluation must be turned in to the Internship Director when 45 hours of work is complete. At completion of 90 hours of work with appropriate documentation and final evaluation by supervisor, attendance at required scheduled seminars, and completed portfolio, grade will be calculated using the following grading scale:

Grade Scale:

94 – 100 = A
88 - 93 = B
80 - 87 = C
75 - 79 = D
Below 74 = F

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. All students need to be familiar with the Student Conduct Code. The [Student Conduct Code is available online](http://life.umt.edu/vpsa/student_conduct.php) for review at http://life.umt.edu/vpsa/student_conduct.php.

DISABILITY ACCOMMODATION:

Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the [Disability Services for Students website](http://www.umt.edu/dss/) at <http://www.umt.edu/dss/> or call 406.243.2243 (Voice/Text).

USE OF PERSONAL ELECTRONIC DEVICES:

As a general rule, cell phones are inappropriate during class times. However, to some students, unique circumstances require their use (i.e. emergencies, health, and absolute business necessity). If you absolutely require their use, you must adhere to the following criteria:

1. If they are not required, please turn them off, or on vibrate mode.
2. If receiving a call, leave the room quietly. Do not conduct your conversation in class. (You are responsible for notes missed)
3. There will be no use of cell phones or other tablets during the midterm or final exam. Due to testing standards, you may not leave the room during a quiz or exam and cell phones must be turned off.
4. You may bring an I-pod to class only during the days we are working on projects that do not include lectures.
5. Please be courteous of your classmates. Should this policy create routine distractions, I will ask you to leave the class. A positive learning environment will be maintained.

FINAL NOTE:

1. Previous work experience cannot be accepted toward internship course.
2. Ideally, the required number of hours should be spread over the entire semester so that the student is able to experience the depth of a variety of tasks, circumstances, and solutions that likely will not occur in a condensed time-frame.
3. A No Grade, "N", will be assigned until all internship requirements have been met. Students have one year to complete internship requirements before the "N" grade option reverts to an "F" grade.
4. All Internship positions must have prior approval from Program Director to assure qualification.