



Independent Study in Business and Management BMGT 398A | SAMPLE

THREE CREDITS

Course Coordinator: *Office of Career Services*
2520 Van Munching Hall
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Course Description

The Individual Study in Business and Management-BMGT398A is an opportunity for Smith School of Business undergraduate students to gain business experience while receiving academic credit. This three-credit elective class is offered through the Office of Career Services. This internship seminar is designed to allow students to make connections between their internship experiences, academic coursework, and career goals. All class activities and assignments are designed to track internship progress and allow opportunities to reflect on professional growth.

Learning Objectives

Specific learning objectives for students in BMGT 398a include:

- Understanding the relationship of internship experience to major and/or intended career path
- Exploring career options
- Supporting and/or clarifying career goals based on internship experience
- Identifying and developing professional work skills
- Applying business concepts and practices from BMGT coursework and current business research to the workplace environment

Prerequisites

Prior approval of the Office of Career Services is required. To be approved for the independent study, student must:

- Be a Smith School undergraduate student and in good academic standing;
- Submit a transcript and resume to the instructor;
- Complete an internship information form; and
- Provide offer letter or verification of internship from supervisor.

Course Text/Readings: Refer to the reflection paper assignment description for required readings.

Course Communication

This course does not meet in person. The instructor will communicate with students via e-mail or Canvas regarding course activities and assignments. Students are responsible for ensuring they receive all e-mail and Canvas communications. The course coordinator is your first point of contact. Please use the contact information provided above; do NOT use the Canvas messaging system.

Schedule, Attire, and Reporting Responsibilities

Students should discuss attire, reporting responsibilities, and hours to be worked for the internship with their supervisor. Each of these areas should be understood by the student and agreed upon before the internship starts. Intern and supervisor expectations should be agreed to and listed in the learning contract. Time logs will be kept by the intern, approved by the employer, and submitted to the instructor at the mid-term and the end of the semester.

Policy of Academic Honesty and Integrity

In all class work and assignments, it is expected that students hold the highest personal and professional standards that reflect the objectives of the University of Maryland. The University's *Code of Academic Integrity* is designed to ensure that the principles of academic honesty and integrity are upheld. The Smith School does not tolerate academic dishonesty, and all students are expected to adhere to this Code. All acts of academic dishonesty will be dealt with in accordance with the provisions of this code. It is expected that students abide by the Honor Pledge: "I pledge on my honor that I have not given or received any unauthorized assistance on this examination." It is in good practice and strongly encouraged for all students to include this written code with a signature on all assignments. Please visit the following website for more information on the University's Code of Academic Integrity: <http://www.shc.umd.edu/shc/HonorPledgeInformation.aspx>

Students with Special Needs or Disabilities

Any student needing special accommodations for physical or learning disabilities should speak directly with the course coordinator so that appropriate arrangements may be made. Every effort will be made to provide equitable learning conditions for all students.

Course Assignments

Assignments for this course are intended to help students track work and progress and reflect on learning and professional growth in the internship. The following table outlines required assignments, deadlines, and point values. Assignments can be submitted on Canvas or in hard copy (if a signature is required). Submissions will not be accepted via email (except when submitted by a supervisor). Full assignment descriptions and instructions will be available on Canvas.

Assignment Deadlines & Submission

DEADLINE	ASSIGNMENT	SUBMISSION	POINT VALUE
September **	Learning Contract	Canvas	20
October **	Work Log #1	Canvas	10
October **	Mid-Semester Supervisor Evaluation	Submitted by Supervisor to Course Coordinator	5
December **	Reflection Paper	Canvas	30
Nov **-Dec **	Final Presentation	Presented to OCS Staff	20
December **	Work Log #2	Canvas	10
December **	Final Supervisor Evaluation	Submitted by Supervisor to Course Coordinator	5

Summary of Grading

Grading is on a traditional A-F scale and is based on points earned. All grades will be tracked through Canvas. Points assigned to each assignment are in accordance with the estimated amount of effort needed for successful completion. As a general rule, no 'extra-credit' work will be offered, assigned, or accepted in consideration of improving the final grade or as a substitute for any of the course assignments. There will be no "curve" in determining final grades and rounding will not be used. Final grades will be based on a percentage of possible points earned. Specifically, the breakdown for final grading is:

97 - 100% = A+	80 - 83.99% = B-	64 - 66.99% = D
94 - 96.99% = A	77 - 79.99% = C+	60 - 63.99% = D-
90 - 93.99% = A-	74 - 76.99% = C	59.99% and below = F
87 - 89.99% = B+	70 - 73.99% = C-	
84 - 86.99% = B	67 - 69.99% = D+	