

Memo

TO: Marietta College students who are taking a for-credit internship classified within the Department of Business & Economics

FROM: Rick Smith, associate professor of sport management and internship coordinator

CC: Department of Business & Economics

DATE: April 25, 2024

RE: Assessment (grading) of for-credit internships

This memo applies to Business & Economics majors and minors, as well as any student who is taking a for-credit internship classified within the Department of Business & Economics.

Internships MUST be approved before beginning the internship if you're completing the internship for academic credit, including zero-credit experiential education. The approval process is outlined at <https://www.marietta.edu/be-internships>.

The internship is an academic course, so tuition will be charged unless it's part of your allowable fall or spring credit load. You will not register for the internship course online; students are administratively registered for the internship course once their internship is approved, assuming no registration holds. Like other courses, a grade will be assigned at the completion of the internship.

CONSIDERATIONS / INTERNSHIP TYPE

Students must successfully complete at least one (1) approved transcribed and graded experiential education component in order to graduate from Marietta College as part of the new general education curriculum. One way to do that is by completing a 300-400 level internship, **but that is NOT THE ONLY WAY.** ([See other ways here](#)). *Naturally, if you're pursuing a major or minor that requires an internship, your experiential education requirement is completed through the internship.*

Some classes also have experiential education approval. The course schedule has coding of XED in the "synonym/type" column that tells you if it fulfills the experiential education requirement. [View the course schedules here.](#) If your major or minor includes one of these courses, or if you complete one of these courses, your experiential education requirement is fulfilled.

Side note: Internships are encouraged because it gives you real-life work experience and/or could lead to employment from your internship site in some cases.

If you are doing an internship NOT for academic credit, meaning you're doing it to bolster your resume and experience and are not seeking class credit or experiential education credit, you do not need to get approval from Marietta College.

GRADING

All B&E internships are graded S/U, indicating satisfactory or unsatisfactory completion of the internship. Students will be evaluated on their portfolio and their presentation. The requirements of the presentation and portfolio are outlined below.

A midterm grade will be assessed to the student. **The midterm report is due around July 1, 2024. Exact dates for your internship will be determined between Prof Rick and you based on when you start and end your internship.** The midterm report requires:

- 1) At least a three-page written summary of work completed and the overall internship experience
- 2) Internship hours completed up the midway point in the Excel template.
- 3) Midterm evaluation from site supervisor (using form provided by Marietta College)

If there are any questions, please contact Professor Rick Smith at rsc003@marietta.edu.

Portfolio requirements – “Final Report”

A digital document/portfolio is required at the end of the internship. The portfolio must contain:

- A table of contents outlining the sections of the portfolio
- Required sections in the portfolio:
 - 1) Weekly reports/logs from student showing hours worked and work completed daily using the Excel internship work hours template
 - 2) Midterm written report by the student (already completed and submitted but include this in the portfolio)
 - 3) Two-page written report explaining the experience and work completed after midterm
 - 4) A three-page executive summary of the student’s OVERALL experience with specific examples of what they learned, what their responsibilities were, etc. While the executive summary gives an overall assessment of your experience, your executive summary must also include a paragraph that answers these questions:
 - a. What did you learn in classes at Marietta College that directly reflected their work in the internship
 - b. What didn’t you learn in classes at Marietta College that you learned at the internship
 - c. Which courses in the General Education prepared you well for this capstone internship experience, and why?
 - d. Which courses in your major prepared you well for this capstone internship experience, and why?
 - e. How did you mature, as a business professional, in the process of completing your internship experience?
 - 5) Updated career statement/career objective (one paragraph) and resume
 - 6) Review of the interviews conducted
 - a. Students must conduct at least three interviews, including
 - i. one interview with their direct supervisor
 - ii. one interview with someone in the company whose job they find interesting, and
 - iii. one interview with someone in the company they feel has a position/job they would like to have one day

- b. The questions you ask are completely up to you but should be professional questions and appropriate. You are encouraged to do research for good “informational interview” questions.
- 7) Description of the organizational structure and/or graphic of the organizational chart with their written summary of the organizational chart
- 8) Description of at least one project they were assigned and extensive detail of the assignment, how they carried it through, what the result was, what challenges they faced through the project, etc.

The work hours should be one document; everything else should be combined into one document. The portfolio and presentation is due November 1, 2024.

The date of the presentation is **Monday, November 18, 2024 during Experiential Education Day.**

YOUR NEXT STEPS

- 1) **Consider what type of internship you are going to do**
 - a. For academic credit as required for a major or minor (three-credit course)
 - b. For credit through experiential education (this could be a zero-credit, one-credit, two-credit, or three-credit course)
- 2) **Find an internship.**
 - a. You can review (and apply) for internships through Handshake, the Career Center’s internship and job portal.
- 3) **Apply, get hired, etc.** While #3 is going on (or slightly before), send a job description to Prof Rick Smith for preliminary approval
 - a. Not all internships are approved. For example, if you’re doing “social media” that will not count as an internship. It has to be something such as: creating content for social media platforms; analyzing engagement; reviewing market segments and targeting certain social media content to certain markets
- 4) **Go through the approval process** within B&E to have your internship reviewed and approved. Send it digitally as a PDF to Rick at rcs003@marietta.edu.
- 5) **Await approval and next steps from Rick.**
- 6) **Start your internship.**
- 7) **Keep in touch with Rick** through the summer on how the internship is going. Don’t miss the deadline to submit your midterm.