

Memo

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

FROM: Rick Smith, assistant professor of sports management and internship coordinator

CC: Department of Business & Economics Faculty and Staff

DATE: November 11, 2016

RE: Assessment (grading) of for-credit internship assignment(s) revision

This revision **only** 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.

Effective January 1, 2017, the assessment (grading) of internships is revised from a written paper and poster presentation to a **portfolio and digital or poster presentation**. This change better reflects the academic requirements of the internship, better prepares the students for job interviews and/or placement, and will create an archive of internship portfolios for future students to review when considering an internship or considering enrolling at Marietta College.

Prior to January 1, 2017	After January 1, 2017
Written Portion	
Students wrote a paper about their experience. The length of the paper depended on how many academic credits the internship was worth.	A portfolio with certain requirements.
Presentation Portion	
Poster presentation summarizing their experience. The poster included pictures and content.	Students will present their portfolio AND one of the following: <ol style="list-style-type: none"> a. Digital presentation (PowerPoint or similar), on a tablet or laptop on their presentation table, or b. A traditional poster

The presentations will still take place on assigned days (spring 2017 presentation day is All Scholars Day). Students are still required to complete at least 50 internship hours for every one hour of academic credit (i.e. 50 hours = one credit hour, 100 hours = two credit hours, 150 hours = three credit hours)

These changes will be updated to the internship webpage within the Department of Business & Economics homepage by January 15, 2017.

If there are any questions, please contact Professor Rick Smith at rick.smith@marietta.edu or (740) 376-4684.

Enclosure: portfolio requirements

Portfolio requirements:

A three-ring binder, tabbed, hard-cover portfolio is expected for the presentation of the portfolio. Example: a three-ring binder with lettered or numbered tabs that separate their portfolio into sections. Multiple copies of the portfolio may be required. **One copy MUST remain with Marietta College and will be retained by the College for future use, such as showing other interns examples of internship experiences.** Other copies can be kept by the student (highly suggested, especially to leave with potential employers in addition to their resume), their internship supervisor/place of internship, etc.

The portfolio must contain:

- A table of contents for the sections of the portfolio
- Clearly organized and delineated sections, such as:
 - Weekly work completed (with photos, flyers, graphics, spreadsheets, etc. and explanations of each if applicable), or
 - Overall work completed (photos, flyers, graphics, spreadsheets, etc.) organized by section (i.e. for sports, it could be flyers completed for season ticket solicitation in one section, graphics completed for scoreboard display in another section, email solicitations to donors in another section, etc.)
 - No private or proprietary information is expected to be included in the portfolio (i.e. accounting interns should not include a business' financials, sports management interns should not include a list of season ticket holders email addresses, etc.)
- Required sections in the portfolio:
 - Weekly reports/logs from student showing hours worked and work completed daily
 - Midterm written report by the student (at last two pages)
 - A four-page executive summary of the student's experience with specific examples of what they learned, what their responsibilities were, etc.
 - Updated career statement/career objective (one paragraph) and resume
 - Review of the interviews conducted
 - Students must conduct at least three interviews, including
 - one interview with their direct supervisor
 - one interview with someone in the company whose job they find interesting, and
 - one interview with someone in the company they feel has a position/job they would like to have one day
 - Description of the organizational structure and/or graphic of the organizational chart with their written summary of the organizational chart
 - 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.
 - A one-page summary of:
 - the material they learned in classes at Marietta College that directly reflected their work in the internship, and
 - the material they didn't learn in classes at Marietta College that they learned at the internship