

# 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:** May 19, 2023

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

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*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. You will not register for the internship course online; students are 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 in the new gen ed (Fall 2019 or later) 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 (ex: ENTR 101, MNGT 454, MKTG 385) 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 on at the midway point of the term, which in the summer, is mutually agreed upon between the instructor and the student.** 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
- 3) Midterm evaluation from site supervisor (using form provided by Marietta College)

If there are any questions, please contact Professor Rick Smith at [rick.smith@marietta.edu](mailto:rick.smith@marietta.edu).

## Portfolio requirements – “Final Report”

A three-ring binder, tabbed, hard-cover portfolio is expected for the portfolio. Example: a three-ring binder with lettered or numbered tabs that separate their portfolio into sections. **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 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 internship work hours template
    - a. Format the Excel spreadsheet template so one printed page = one week of work hours
  - 2) Midterm written report by the student (already completed and submitted but include 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 **an in-depth reflection and analysis** of the following:
    - 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
- 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 date of the presentation and portfolio is **October 2, 2023 at 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.
- 5) **Submit the approved internship registration form to the Records Office**
  - a. The deadline for submission is no later than 7 days after the start of the internship
- 6) **Start your internship.**