

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: March 11, 2019

RE: Assessment (grading) of for-credit internship assignment(s) – **Summer 2019**

*This memo applies to Business & Economics majors and minors **only**, 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. The approval process is outlined at <https://www.marietta.edu/be-internships> and is done entirely online using the Career Center's Handshake Portal.

The internship is considered a course, so tuition and fees will be charged. You do not have to register for the internship course; students are automatically registered for the internship course once their internship is approved. Like other courses, a grade will be assigned at the completion of the internship.

GRADING

The grade will be 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 on page 2 of this memo.

Midterm Grade: **The midterm report is due by July 1, 2019 via email to Prof. Smith.** 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 to July 1, 2019
- 3) Midterm evaluation from site supervisor (using form provided by Marietta College)

Final Grade: The portfolio and presentation is due during the fall semester and students will present their presentation at the B&E Fall Showcase at a date to be determined.

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

Enclosure: portfolio requirements

Portfolio and Presentation Requirements

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. 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 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
 - 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 two-page executive summary of the student's OVERALL experience with specific examples of what they learned, what their responsibilities were, etc.
 - 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.
 - 9) A one-page summary of:
 - a. the material they learned in classes at Marietta College that directly reflected their work in the internship, and
 - b. the material they didn't learn in classes at Marietta College that they learned at the internship

A digital presentation (PowerPoint or other software) is also required. The presentation should include some pictures of the internship and an overall summary of your experience. There are no minimum or maximum number of slides; however, as a good rule of thumb, you should use photos and text together (short text) and have about 10 – 15 slides.