



UNIVERSITY OF BALAMAND
Faculty of Business and Management

SYLLABUS

SECTION I: COURSE INFORMATION AND LEARNING OUTCOMES

Course Name: Internship

Course Code: BUSN 299

Number of Credits: 1

Pre-requisites: student has completed 45 credits or is in junior year

Academic Year: 2017-2018

Semester: Summer 2018

Course Time: TBA

Section: 1

Bldg./Room:

Instructor Name: Omayya Kuran Sakr

Office: FOBM 132

Tel.: Ext. 3858

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Office Hours: MW 10:00 – 11:30

TTH 9:30 – 11:00

Coordinator Name: Dr. Hala Kheir

Course Description:

This course is designed to provide the student with an opportunity to gain knowledge and skills from a planned work experience in a career field chosen by the student. Internships are win-win situations. They benefit students by providing hands-on learning experiences and workplace competencies, better career awareness, networking, job search skills and more self-confidence. From the employer's perspectives, they provide access to quality candidates, and they represent a source of cost-effective flexible labor force.

This course will therefore have the following format: a one month (equivalent to 40 hours per week) training program within an organization.

Course Learning Outcomes: By the end of this internship the student will be able to:

- Demonstrate responsible work habits
- Work in a team environment and enhance understanding of group and organizational processes
- Identify and meet the expectations of the work environment
- Apply appropriate workplace behaviors in a professional setting
- Communicate more effectively, specifically in the work environment
- Integrate classroom theory into practice in the work environment
- Clarify or redefine his/her career path and career goals
- Report his/her experience in writing in a well structured report.
- Deliver a presentation highlighting the main findings of the experience.

SECTION II: COURSE CONTENT

This course will take place during summer, preferably during the month of September. Each student will have an academic supervisor (“mentor”) to whom he will report.

It is the student’s responsibility to make the necessary arrangements for finding the internship. A student who wishes to take the course in summer must fill the internship application form **by March 23, 2018. No applications will be accepted after this date** and therefore the student **will not be allowed to register the course in summer.** This application form must be filled **even if you did not find an internship yet.** The applications can be found at Miss Yara El Hoss' office and must be returned to her.

THE PROCESS:

After filling the application form (during the Spring Semester)

1. Start looking for the internship. Go to Mrs. Mira Jabbour's office to get a letter of recommendation if need be.
2. The following requirement should be respected for the internship: 1 month, equivalent to at least 120 work hours. Longer durations are highly desirable, and will be reflected in the final grade.
3. Once you have found the internship, signal it to us by getting a letter of acceptance from the company where you will be doing the internship. The company will specify in this letter the department where you will be working as well as the tasks you will be performing (if possible). The deadline for finding the internship and bringing to us the acceptance letter is **May 30, 2018.** After this date, you will **not be allowed to register the course in summer.** The letter should be left at Mrs. Mira Jabbour's office.

During the summer semester

1. Register the course. Once you have registered, a supervisor will be assigned to you. The supervisor will be reading your internship report, attending your presentation and issuing your final grade.
2. Do the internship. **It has to be completed by the end of August 27, 2018**
3. At the end of the internship, the host company is requested to fill an evaluation form. Get a copy of this form from the office of Miss El Hoss, asks the company to fill it and return it to your supervisor **in a sealed envelope.**
4. Write the internship report. The guidelines for writing the report are presented below. Reports will be submitted for plagiarism, scanned through Turnitin and plagiarism shall be severely penalized (can go up to failing the course). **The report has to be submitted to your supervisor by August 27, 2018.**

5. Make the presentation. Use PowerPoint. The presentation **must not exceed 10 minutes**. 5 minutes will be allocated to the Q&A session of the presentation. The grade will be decided by the Jury.

The report: how it should be structured: a maximum of 10 pages including:

- **Profile of the host organization (20%):** and profile of the branch/division/section where the student is performing the internship as well as an assessment of its importance to the head office where applicable. This includes but is not limited to:
 - Brief history
 - Purpose/mission
 - Approximate number of employees
 - Brief description of customers/ clients/ people served
 - How the work is divided – departments, sections, etc.
 - Specific description of the department in which you worked
- **Tasks (40%):** detailed description of activities undertaken and tasks completed during the internship including:
 - Title/Role played during internship experience
 - Reason for selecting internship
 - Results of work completed for the company
- **Reflection (40%):**
 - Summary of a link or relevance between theory and practice observed during the internship.
 - SWOT analysis
 - How work can be improved.

FAQs:

What happens if I cannot find an internship?

If this is the case, notify the internship course coordinator by March 30, 2018. Although we do not guarantee the result, the faculty might try to help you. in all cases, it's your final responsibility to find the internship and the faculty is not liable in this respect.

What about the internship opportunities that are advertised through the University?

We will notify you by posting the ads on the boards and through the Faculty's Facebook page when we receive anything.

Can I do the internship in summer and register the course the following fall semester?

Yes, but in that case, all the above procedures and deadlines still apply.

Student Work Evaluation
<ol style="list-style-type: none">1. Evaluations (based on the final assessment between the mentor and the work supervisor) 10%2. Relevance and quality of the internship, reputation of the company: 20%3. Student Report 25%4. Presentation 25%5. Resume/CV 10%6. Thank you letter 10%

SECTION III: Policies and Students' Responsibilities

All Balamand rules and regulations pertaining to regular course work apply, in addition to the rules and regulation of the host organization.