

Internship in Business

Fall 2025

Hossein Varamini, Ph.D.

Office Hours: M-Th 10:00 -12:00 and
by Appointment

Office: Hoover 202

Email: varaminih@etown.edu

Office Phone: 717-361-1278

COURSE DESCRIPTION

Combined academic goals, abstract/theoretical and experiential learning through an internship assist in the reflection, analysis, and integration of experiences and insights gained through internships with the academic theory, principles, concepts, and social and ethical dimensions of the discipline and subject area. This strengthens students' lifelong-learning skills, professional and public-speaking skills, personal and professional values and ethics, and self-confidence and clarifies personal and career goals. A total of 12 credits may be earned from internship/co-op courses taken through the School of Business during a student's college career. Graded Pass/Fail. Signature Learning Experience: Internship. Register by Instructor. This course is repeatable for credit.

The School of Business requires the completion of a minimum of 120 internship hours, registered for a minimum of 0-12 credits.

Internships lead to a culminating learning experience for students studying in the fields of business. This experience allows students the opportunity to practice the application of theory and apply the knowledge acquired through academic coursework to practical, real-world business issues in a formal business setting. Students can gain the skills leading to a successful career. Starting from an entry level with broader exposure of business experiences to a higher level in which advanced knowledge and skills are expected, internship experience not only draws on major and minor course offerings in business, but also allows the integration of coursework from other fields of study during the development of professional skills.

Ultimately, an internship is an in-depth, supervised, hands-on work and study experience, in which the student has a degree of responsibility for planning, directing, collaborating, and supervising the work of others. The Internship in Business is designed to stimulate good judgment and sound decision-making while improving problem-solving, communication, human development, and relationship-building skills.

OBJECTIVES

This course satisfies an SLE requirement.

Student Learning Outcomes:

Upon successful completion of the course, the student will be able to

- Describe the organizational structure of their internship site and their duties as interns, as well as the duties of entry-level professionals in the departments in which the student worked.
- Identify personal strengths and weaknesses to better prepare for initial employment.
- Express in writing how the internship experience relates to career/lifelong goals.
- Integrate and connect academic materials to the business world via work supervised by qualified and experienced professionals in the field.
- Advance skills to develop professionalism and work ethic, including critical thinking, problem-solving, communication, leadership, teamwork, collaboration, and cross-cultural fluency.

PRE-REQUISITES

Students completing an internship at Elizabethtown College's School of Business are typically upperclassmen, though eligible freshmen exploring career fields are encouraged to complete exploratory internships before completing a career-oriented internship later in their academic career. Students must have a minimum cumulative and major 2.0 GPA, the minimum required to be in good standing with the college.

GRADING

The Internship in Business will be graded Pass/Fail. To pass the course, you need to successfully fulfill the requirements listed in the following section of the syllabus. Failure to complete the elements by their suggested due date, as listed in Canvas, may result in failure to pass the course.

MINIMUM COURSE REQUIREMENTS

Handshake Experience Request: Each student will submit a request via Handshake Experiences, prior to the internship start date, that will serve as the Learning Contract for the Internship Course. The Learning Contract/Handshake Experiences submission will:

- Clarify internship positions/job titles, responsibilities, and duties on which both you and your employer have a mutual agreement and understanding.
- Guide you to accomplish the personal goals that you set during the internship.
- Serve as an agreement between Elizabethtown College, your internship supervisor, your faculty supervisor, and yourself on the responsibilities and expectations set forth in the internship contract so that you have a smooth and fulfilling internship experience.

The information from the Handshake Experience request will be submitted to the Registrar when internship enrollment for the student is requested. Deadline for approval and submission is the third Friday of the regular fall or spring term and early July for summer internships. For specific dates, see the Academic Calendar for the appropriate semester on the Registration and Records Website at <http://www.etown.edu/offices/registration-records/index.aspx>.

Hours Required: Regardless of the number of credits for the internship course, students must work a minimum of 120 hours to fulfill the School of Business Internship Requirement. So, if you are registered for 1-3 credits, you need to work for at least 120 hours during your internship experience. If you registered for 4 or more credits, your total number of hours at your internship is a minimum of 40 hours for each credit awarded over the course of the term in which the internship is registered.

0 credit = 120 hours
1 credit = 120 hours
2 credits = 120 hours
3 credits = 120 hours
4 credits = 160 hours
5 credits = 200 hours...etc.

A maximum of 12 credits can be awarded in total for all internships completed.

Student Midterm and Final Evaluations: The student's internship supervisor will automatically receive evaluations through Handshake to complete regarding the student's performance twice throughout the course of the semester, once at the midpoint and once at the conclusion of the internship. The evaluations follow the same formatting, allowing students to see their progress (or lack thereof) more clearly over the course of the program. The evaluation is designed to assess for the NACE Career Readiness Competencies.

Bi-Weekly Reports: Students should keep a journal reflecting their internship experiences. (A brief note is attached to this syllabus to guide you in journal preparations.) The journal submissions should each be a minimum of 250 words. Each student should submit a copy of this journal through Canvas on a bi-weekly basis. The bi-weekly report should reflect an analysis and synthesis of observations and experiences gained through the internship. The bi-weekly report is *not just a record of what happened*, but should include your own interpretations and analyses of tasks and interactions. In other words, when you observe something and record it in your journal, also ask yourself: "What do I make of it? Why? How does it relate to other experiences? How does it relate to my courses?" Bi-weekly reports should be typed and 2 - 3 pages in length (double-spaced; Times New Roman; 12 pt. font; 1" margins). ***Each report should cover the preceding two weeks and is due by Wednesday following the end of each two-week employment period, as noted in Canvas.***

Hourly Log: In addition to the journal, you also need to submit a running total of the hours you have worked for the internship each week. This log can be prepared in a simple Excel spreadsheet that you add cumulatively to each week. Please see the template available for this hourly log located in your internship Canvas shell. ***The cumulative hourly log should be submitted regularly along with your bi-weekly reports.*** This report is used to ensure that you are on track to meet the hours requirement for the credits that you are registered.

Final Reflection Paper: The length and content of the final reflection paper is dependent on the number of academic credits the student wishes to obtain:

0 – 2 Credits = 3 to 5 pages
3 – 4 Credits = 5 to 8 pages
5 – 6 Credits = 8 to 11 pages
7 – 9 Credits = 11 to 13 pages
10 – 12 Credits = 13 to 15 pages

Generally, the report should be typed using 12 pt. Times New Roman font and double-spaced with 1" margins. Spelling, grammar, and writing skills are expected to be on a professional level. Students will receive further guidelines on what should be included in their final reflection paper. Research components for the paper are required for internships being awarded more than 6 credits.

Your paper is due the Wednesday of the last week of classes so that there is time for review and revision (if necessary) before the end of the semester. For summer internships, papers are due the Wednesday before the fall semester starts (at the latest).

Instructor Meetings: Students may be asked to meet with the instructor throughout the internship. If deemed necessary, the instructor will contact the student to schedule an appropriate time. Students are always welcome to schedule a time to meet if they have any concerns or issues related to the internship.

POLICIES

Canvas:

Canvas will be used to post readings online, contact students, set up conferences, etc. Please make sure that you are checking your Canvas portal regularly.

Passing the Course:

All requirements listed in the above section must be completed and submitted to pass the course.

SERVICES

Writing Wing:

I encourage all students to take advantage of the Writing Wing located in BSC 226. The Writing Wing provides tutors in writing at no charge to Elizabethtown College students. Information on the Writing Wing and the tutoring schedule is available [here](#).

Research Assistance:

The High Library (www.etc.edu/library) offers personalized assistance to connect you with the resources you need for your research. You are encouraged to make use of the library's services. Appointments are not necessary but can be scheduled [here](#).

POLICIES AND GUIDELINES

Academic Integrity: Students are expected to adhere to the Pledge of Integrity (https://catalog.etc.edu/content.php?catoid=39&navoid=2008#Academic_Judicial_System).

Academic dishonesty – including cheating and plagiarism – constitutes a serious breach of academic integrity. Academic work is expected unequivocally to be the honest product of the student's own endeavor.

Ethical uses of an AI chatbot can be permitted for certain designated assignments as long as you disclose how you have used the AI tool. Unless otherwise directed, you should not directly quote ChatGPT or other AI as a source.

The following are examples of ethical uses of AI in an assignment:

1. Help with topic development
2. General feedback or tips on your writing
3. Clarification on concepts

Depending upon the assignment, unethical uses of AI might include the following:

1. Using AI to write the text for your assignments
2. Using AI to create an argument/thesis statement
3. Using AI to outline your paper/course project

Respect for Diversity: It is my intent that students from all backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. I also intend to present materials and activities that respect diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Please let me know if there are ways to further serve the diverse needs you or other students may have.

Religious Observances: The College is eager to facilitate individual religious beliefs and practices whenever possible while retaining course student learning outcomes. It is your responsibility to meet with the class instructor in advance to request arrangements related to your religious observances that may conflict with this class, and to make appropriate plans to make up any missed work. The following is a link from the Chaplain's Office website where a list of Religious Holidays needing accommodations (if requested) is posted: <https://www.etown.edu/offices/chaplain/index.aspx>

Mental Health and Counseling Resources: Counseling Services provides a broad range of counseling and mental health support services that facilitate students' personal, social, and academic development. The licensed mental health professionals provide short-term individual counseling, group counseling, crisis intervention, and consultation to currently enrolled students for no additional charge. Counseling services are provided in a confidential and diversity-affirming environment to help students address a variety of mental health, situational, and developmental concerns. The office is located in the Baugher Student Center, Suite 216. Appointments can be made in person or by calling 717-361-1405. Urgent walk-in services are also available. To access the after-hours crisis services, please call the 24/7 Campus Security number of 717-361-1111. For more information, please visit www.etown.edu/offices/counseling.

ADA Statement: Elizabethtown College is committed to providing access for all students to courses, programs, services, and activities. If you have a documented disability such as a learning disability, chronic illness, or a new circumstance such as a concussion and would like to request accommodations, contact the Disability Services Office by phone (717-361-1227) or e-mail (disabilityservices@etown.edu). The Office of Disability Services can provide resources to you and facilitate communication with faculty about reasonable accommodations. After meeting with the Office of Disability Services, students must set up an appointment to meet with me, the instructor, to discuss the accommodations as they pertain to our class. Common accommodations may include extra time on exams, an alternate exam location, the ability to record class lectures, and access to content with a screen reader.

Modifications for Non-native English Speakers: Elizabethtown College is committed to providing equitable access to all courses, programs, and services for non-native (international and domestic) English speakers. Students may request tutoring, learning resources, course modifications, and learning opportunities. Students interested in seeking a course modification should contact Ms. Maria Petty (pettym@etown.edu), International Student Programs Advisor, at (717) 361-1594.

Title IX: Elizabethtown College and its faculty are committed to creating a safe and open learning environment for all students. If you or someone you know has experienced sexual harassment, including sexual assault, dating or domestic violence, and stalking, please know that help and support are available. Etown strongly encourages all members of the community to take action, seek support, and report incidents of sexual harassment to the Title IX Office. You may contact the Title IX Coordinator at reedg@etown.edu or learn more by visiting <https://www.etown.edu/offices/diversity/titleix/index.aspx>.

Please be aware that faculty members are required to disclose information about suspected or alleged sexual harassment or other potential violations of the College Sexual Misconduct Policies and Procedures to the Title IX Coordinator. If the Title IX Coordinator receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Community members are not required to respond to this outreach. If you, or another student you know, wishes to speak to a confidential resource who does not have this reporting responsibility, please contact Counseling Services at 717-361-1405.

A GUIDE TO KEEPING A JOURNAL

Keeping a journal will be an important part of your learning experience as an intern. By forcing you to think about what you are learning and doing, the writing of a journal can increase the amount you actually learn. It can also make you aware of what you don't know, so that you can direct your efforts there.

You should ideally write in your journal, at least briefly, every day that you work at your internship. Keeping current in your writing is important because it lets you keep track of how your perceptions and understanding change from day to day and week to week, thereby documenting your learning.

Your journal should include all of the following elements:

1. *A daily log of what you do.* This should be as brief as possible but try to be precise rather than general. E.g., "research at the library on consumer attitude toward beer advertising" is better than "research on beer." If you worked on the same project or types of items several days in a row, you don't need to list that repeatedly. Instead, your journal for that period could indicate that "This week I worked on..."
2. *Questions.* If there's something you want to know, write it down. If you later learn the answer, write that down, too – not necessarily on the same day. Curiosity is the first essential for learning, so the more questions, the better. Try to have at least one question every day that you work.
3. *Insights, observations, perceptions, interesting incidents.* After you have logged your day's activity, think about what it meant to you, what you got out of it, new things you noticed, etc.
5. *Likes and dislikes.* About the work tasks, the office, the political system, the world, yourself.
6. *New words.* Once a week, write down any new terms you've learned during the week – or, if you've heard them but not understood what they meant, write that down. Learning specialized vocabulary is a big part of any field.