

AMERICAN UNIVERSITY
WASHINGTON SEMESTER PROGRAM
INTERNATIONAL BUSINESS AND TRADE I
INTERNSHIP COURSE
Spring 2007 Syllabus

I. Course Information

Course Title and Number: International Business and Trade Internship IBUS 423.001T
Credit: 4 credit hours

II. Internship Course Introduction and Objectives

The internship is an exciting part of your semester in Washington. It is an opportunity for you to experience first-hand the professional work environment of DC. Whether you intern for a private company or an agency of the government or a non-governmental organization, you will have the chance to sharpen your business skills in the “real world.” You may also see how the concepts explored in your seminar are actually applied. Ultimately you will complete a meaningful work experience that not only will look good on your resume, but should give you a satisfying sense of accomplishment.

The internship itself is part of the Internship Course that is designed to enhance your work experience by teaching you to express yourself to a group, analyze a business, and learn lessons from the work place. We will have several classes during the semester where you will share your experiences, make a formal presentation on the company or organization you work for and submit a paper on a cultural analysis of the organization, and a paper on your final reflections on the internship experience.

III. Course Requirements

Required reading articles will be distributed in class throughout the semester.

The internship course requires you to obtain an internship in the DC area during **Thursdays and Fridays** of the week. The University will offer ample resources to accomplish this. You will be introduced to an extensive database of leads and student written reviews of past internships. You will also have the assistance of the Internship Director, Amy Morrill-Bijeu (x4967), who has considerable experience and knowledge about the opportunities in DC. This course is also intended to assist you; however, **getting an Internship is ultimately your responsibility**. It takes some diligence, but everyone eventually succeeds.

It is critical that your internship has no more than 40% of your time doing basic clerical work (e.g. typing, photocopying, etc.). Your supervisor must understand that you are receiving academic credit for your efforts and that there needs to be a substantial intellectual component to the job.

At the end of the internship your supervisor will fill out an evaluation form that will constitute 40% of your grade; the remaining 60% will be determined by your professor as follows:

20% class participation (and attendance)

20% 10-minute class presentation on your company or organization
20% four-page (double-spaced) paper on your personal internship experience

Each student will be required to give a class presentation on the mission and activities of your employer that will last no longer than 10 minutes. It is recommended that you use visuals, such as PowerPoint slides. The presentation will be judged by how interesting the material is and how effectively the audience is engaged and will represent 20% of the final grade. We will discuss this assignment more in class. **Presentations will be made during the week of March 19th.**

The required paper will be on lessons learned from your internship, including the search process. Some of you will discover new approaches to finding a job that will be useful in your future. You will also make mistakes at your job from which you can learn. The internship experience may also give you clearer ideas on your talents and where you want your career to go, or not to go; and ideally where your passions lie. We will also discuss this assignment further in class. The paper will be four pages (double-spaced) and represent 20% of your final grade. **This paper is due April 23rd at 10:30 am and cannot be turned in late.**

IV. Internship Class Schedule

The days and times will be indicated on the weekly schedule, which also includes your seminar meetings. Some additional classes will be scheduled throughout the semester.

Week 1: Week of January 16

Internship Bazaar 10:30 to 12 noon Friday January 12 at Bender Arena (on the main campus).

Interview Workshop with Amy Morrill-Bijeu, Internship Director.

One-on-one meetings with the professor to review your resume and search strategy.

Week 2: Week of September 3

Review of the Internship Program: Update on who has internships, reflections on the search process, and insuring that your internship consists of more than photocopying. Also, an overview of your Internship Course, grading and your required assignments.

Week 10: Week of March 19

Class presentations due.

Week 15: Week of April 23rd

Review of internship experience, adding to your resume, obtaining a letter of recommendation, maintaining network relationships.

Internship Experience paper due.