New Course Request

Check Appropriate Boxes: Undergraduate credit [X] Graduate credit [ ] Professional credit [ ]

1. School/Division: BUSINESS & ECONOMICS
2. Academic Subject Code: BUS
3. Course Number: X491 (must be cleared with University Enrollment Services)
4. Instructor: TBD
5. Course Title: UNDERGRADUATE INTERNSHIP IN BUSINESS AND ECONOMICS
   Recommended Abbreviation (Optional): "INT"
   (Limited to 32 Characters including spaces)
6. First time this course is to be offered (Semester/Year): SPRING 2009 2010
7. Credit Hours: Fixed at _____ or Variable from _____ to _____
8. Is this course to be graded S-F (only)? Yes ___ No [X]
9. Is variable title approval being requested? Yes ___ No [X]
10. Course description (not to exceed 50 words) for Bulletin publication: This course engages students to learn in an area of a business or non-profit organization that permits the student to apply the concepts, applications, and skills that they have learned in the classroom. Each intern is mentored by a faculty from the School of Business & Economics.
11. Lecture Contact Hours: Fixed at _____ or Variable from _____ to _____
12. Non-Lecture Contact Hours: Fixed at _____ or Variable from _____ to _____
13. Estimated enrollment: _____ of which _____ percent are expected to be graduate students.
14. Frequency of scheduling: SEMESTER Will this course be required for majors? NO
15. Justification for new course: To provide experiential learning.
16. Are the necessary reading materials currently available in the appropriate library? YES
17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials. Attached
18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant. N/A
19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature] Date 10/7/08
Department Chairman/Division Director

Approved by: [Signature] Date 10/7/08
Dean

[Signature] Date
Chancellor/Vice-President

[Signature] Date
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.
Instructor Information
Name: TBD
Title:
Address: Indiana University South Bend
1700 Mishawaka Avenue
South Bend, Indiana 46634
Phone: (574) 520-
Fax: (574) 520-4866
Email:

Office hours:

Prerequisites
1. At least Junior Status, and
2. Completion of at least 6 credit hours from Business Core Courses

Course description
The internship is designed to provide the student with significant experience in a business or non-profit organization. The internship provides the student with an opportunity to apply his/her educational background to managerial issues confronted by the sponsoring business or non-profit organization.

Course objectives
- Apply academic background to “real world” managerial issues
- Gain work experience
- Gain understanding of a new business environment

Potential functional areas covered in internships
- Accounting
- Business Law
- Customer Service
- Economics
- Entrepreneurship
- Finance
- Human Resources
- Information Systems
- International Management
- Management and Administration
- Marketing and Sales
- Production and Operations Management
- Quality Management
- Strategic Analysis and Planning
Recommended Readings

Case Studies

Course Requirements
1. The Internship may be a paid position\(^1\) from a business organization.
2. The Internship process needs to be followed.
3. During a semester the intern may work for a minimum of 10 hours/week.
4. Student will complete an Internship Experience, reflection, and all other assignments.
5. A paper relating the Internship experience with respect to the student’s academic program will be written and submitted by the student upon completion of Internship.
6. The intern will make a presentation relating to the Internship experience.
7. A grade will be assigned to the Intern at the end of the semester by the faculty sponsor.

Evaluation Requirements
1. A mid-term evaluation of the intern’s performance will be conducted by the faculty sponsor.
2. Employer will evaluate the intern’s experience at the end of the Internship.
3. The faculty sponsor will monitor the Intern to maintain the quality, rigor, and professionalism of the Internship program in order to provide a value-added learning for the Intern.

Grading
Select one or more from the list and indicate weights of each:
Reflection
Case Reports
Projects
Quiz
Exams
Research Reports
Mid-term evaluation by employer
Final evaluation by employer
Internship experience
Other

Letter Grades and Minimum Percentage:

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\(^1\) Except in some unusual circumstances, for example, non-profit organizations like the United Way.