

**Internship (Dublin, Ireland)**  
**FINA 4800/LSCM 4800/MGMT 4800/MKTG 4800/**  
**Summer 10W 2022**

**INSTRUCTOR:** Dr. Tracy L. Dietz

**OFFICE:** BLB 290F

**PHONE:** 940-565-3534 (UNT office)

**E-MAIL:** [tracy.dietz@unt.edu](mailto:tracy.dietz@unt.edu)

**CONFERENCE HOURS:** In Dublin (I will be traveling with you during the first two weeks of your internship – make an appointment with me in person)  
M/W - 9:00 am – 11:00 am (US Central)/3:00 pm – 5:00 pm (UTC-0)  
or by appointment

**REQUIRED:**

Students must be previously approved as participants in the Study Abroad experience and have received and accepted an internship work experience to enroll in this course.

Course meets with BUSI 4700.

Consult with your work supervisor to ensure she/he is aware of your personal learning objectives and revise if necessary.

Students will be enrolled in this Internship course and BUSI 4700.as well as an online course offered through Fairfield University that will be transcribed as part of the study abroad experience.

Course is taught in Dublin, Ireland. Students will work a FULL-TIME position for 8 weeks at a corporate location in Dublin, Ireland.

INTERNSHIP MUST BE ENTERED INTO HANDSHAKE TO COUNT FOR CREDIT. You will be given instructions on how to do this.

**COURSE OVERVIEW & OBJECTIVES:**

This course is a supervised job related to the student's career objectives in Ireland.

Students will engage in a work experience with organizations in business, industry, government, and not-for-profit agencies in Ireland. The internship provides students the opportunity to gain experience in workplace settings and to translate prior classroom learning into practice. The intent of the experience is for the student to be exposed to business ideas and concepts as well as cultural differences in industry while being mentored. Doing analysis, contributing to decisions, and communicating meaningful ideas should form the basis of the work. Minimal low skill work (data entry, making phone calls, etc.) can be a part of the assignment but should not compose a large part of the assignment.

## Learning Outcomes

At the completion of this internship students will be able to:

Outcome	Assessment
Identify and apply their own Strengths to work better individually and as a team.	GE Mid-point Evaluation, Employer Evaluation, Final Paper, Notes in Work Log, personal learning goals
Demonstrate an ability and understanding of the business norms in the host culture.	GE Mid-point Evaluation, Employer Evaluation, Final Paper, Notes in Work Log
Demonstrate an understanding of different work styles, industry methods and cultural approaches to their chosen profession	Employer Evaluation, Final Paper, Notes in Work Log; Personal learning goals
Demonstrate an ability to use career communication essentials such as an online LinkedIn profile, interview skills, and networking training.	Linkedin Profile, Thank-you letter, resume

- Demonstrate an ability to use career communication essentials such as an online LinkedIn profile, interview skills, and networking training.

## COURSE ASSESSMENTS:

### *LOG OF HOURS*

All students receiving academic credit must meet a minimum total of 240 hours worked at your internship placement. This is 6 of your 8-week placement.

These logs are for you to note your hours and dates worked, as well as detail on your tasks. Please use the templates at the end of the syllabus to create your own log of hours. There is a sample Week 1 entry for you to view as an example in the first line. The logs are collected to not only help the instructor see what type of projects you're working on, but will also help you in the future when you describe the work you completed throughout your placement.

You will submit weekly logs, as noted in the course schedule. Any absences or changes to your work schedule must be noted in the logs.

### *EMPLOYER EVALUATIONS*

One component of your grade is feedback solicited from the supervisor at your host employer twice during your internship: once at the midpoint and once at the end of term.

Your GE Location Coordinator (LC) will facilitate the midpoint site visit, which includes you, your employer, and your GE LC. You and your employer will answer a short list of questions related to your job performance in an in-person meeting. The results will be shared with your instructor.

At the end of term, you will need to request the link to the Final Employer Evaluation survey. Once provided to you, it is recommended that you speak to your employer in person to advise them of the upcoming survey request, and then follow up with an email to your employer. Students are responsible for working with their supervisor to ensure timely submission of the final evaluation at end of term.

### *LINKEDIN PROFILE:*

Update your linkedin profile to include the internship. Be sure to include location, position, company details and short summary of your tasks. Send in a LinkedIn request to Tracy L. Dietz, Associated Dean of the G. Brint Ryan College of Business. She will grade your profile.

### *THANK YOU LETTER:*

Create a thoughtful thank you note for your supervisor, employer, and any others at your internship location who have been helpful to you over the placement. Make copies and submit via Canvas. Make sure to also send to these individuals – you never know when you might want to call on them for a reference, etc. These can be jpg or pdf.

### *UPDATED COPY OF RESUME:*

Update your resume to include the internship. Be sure to include location, position, company details and short summary of your tasks. Submit your updated resume through Canvas.

### *FINAL REPORT:*

3-5 typed, double-spaced pages

1" margins

Times New Roman 12 pt

Submit through Canvas

Report should include the following:

- Describe the work performed, elaborating on the details that relate to your major and career objectives.
- Discuss how well you were able to accomplish the personal learning objectives you set at the beginning of the semester.
- Explain what you learned from this experience. You will have already included special skills/training you may have received in the paper for MGMT 4700. For this bullet talk

about other things you may have learned. These can include such things as teamwork, something about your own personal growth, etc.

- Discuss any weaknesses in your academic preparation and your plans to address any continuing weaknesses
- Discuss how this experience will affect your life and career.
- What would you tell a fellow student who asked you about your experience and if they should do it next year?

## Grading:

Work log	600 points
GE Mid-point Evaluation	50 points
Employer Final Evaluation	50 points
LinkedIn Profile	50 points
Thank you Letter	50 points
Updated Resume	200 points
Learning Goals Created in Consultation w/Supervisor	100 points
Final Paper	400 points
<b>Total Points</b>	<b>1000 points</b>

**A = 900 or more points**

**B = 800 – 899 points**

**C = 700 – 799 points**

**D = 600 – 699 points**

**Anything less than 600 = F.**

## POLICY FOR STUDENTS WITH DISABILITIES:

*The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.*

*Although Ireland has some protections in place that address disabilities and accommodations, it is no guarantee that placements and locations will always be able to accommodate your needs. If you have a disability and need accommodations, please contact your instructor IMMEDIATELY.*

## TENTATIVE CLASS SCHEDULE

### Summer 10W 2022

The following is a tentative class schedule. The instructor reserves the right to alter this schedule as circumstances may dictate.

<b>DATES</b>	<b>Topics</b>	<b>DETAIL</b>
June 5	Arrive in Dublin, check-in, meet GE staff	
June 5	GE Group welcome and orientation, Dublin city tour and dinner hosted by GE	
June 6-10	First week of internship. FACULTY-LED REFLECTION SESSION IN EVENING on June 9	Submit your time log (see template in syllabus)
June 13-17	FACULTY-LED REFLECTION SESSION IN EVENING on June 16	Submit time log; Submit Personal Learning Objectives
June 20-24		Submit time log
June 27-July 1	Mid-Point Evaluation with GE Staff	Submit time log; GE staff will provide instructor details on evaluation
July 4-8		Submit time log
July 11-15		Submit time log; Check-in with your instructor via email to <a href="mailto:tracy.dietz@unt.edu">tracy.dietz@unt.edu</a>
July 18-22	Request employer evaluation	Submit time log
July 25-29		Submit time log; submit Linkedin request to instructor
July 30	Students depart internship location	
Aug. 4		Submit thank-you letter and updated resume via Canvas
Aug. 8-11	Final Paper Due	Submit your Final Paper via Canvas by close of business on Aug. 10

## **SCHOLASTIC CODE OF CONDUCT:**

Below is the link to the UNT Policy on Academic Integrity that governs student standards on academic integrity and issues related to academic dishonesty:

[https://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student\\_Affairs-Academic\\_Integrity.pdf](https://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)

***Violation for any noncompliance with university policy will be strictly enforced.***

### **Acceptable Student Behavior:**

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [www.unt.edu/csrr](http://www.unt.edu/csrr).

## **STUDENT EVALUATIONS**

Students will be asked to assess the course and instructor near the end of the semester using an online tool. When you receive notification that the student evaluation site is open, please complete the survey.

