

# Standard Guidelines for MGT Internship Deliverables: Student Guide

This set of guidelines is intended to provide additional guidance for students receiving MGT 450 credit for internship experiences. Specifically, this guide provides expectations for internship deliverables.

## Early Deliverable: Developmental Objectives

Prior to or in the early stages of the internship experience, the student should identify broad objectives and/or goals to be realized during the internship related to the students' development as a Management major.

These objectives may be submitted to the Management faculty advisor via email or during an initial meeting before or near the beginning of the internship experience.

## Final Deliverable: Reflection Paper

The student's final deliverable for MGT 450 internship credit should take the form of a reflective paper, which includes (but is not necessarily limited to) the student's thoughts and reflection on the following:

- The student's goals for internship, connected to the goals/objectives determined prior to the internship and reflection on how/to what extent the goals/objectives were met
- Perceived linkage to CBA and Management department learning outcomes, available here for CBA: <https://www.uwlax.edu/cba/undergraduate-curriculum-learning-goals-and-objectives2/#tm-common-course-learning-objectives>; and here for Management: <http://catalog.uwlax.edu/undergraduate/management/managementbs/>
- Summary of what the student did during the internship experience (may or may not include activity log)
- More in-depth report out on a project or specific task/set of tasks completed (option to include a sample of project outcome, e.g., presentation or professional report)
- Network the student built, and/or is building
- Skills learned and evaluation of self-development
- How student's coursework in Management has enhanced the internship experience and, based on internship experience, any perceived gaps in the Management curriculum or general feedback on the Management curriculum

### **Expectations for formatting and grading are as follows:**

- I. Length of deliverable should be approximately 5 single-spaced pages.
- II. Grade determination: MGT 450 is a Pass/Fail course, thus assuming students submitted the deliverable within the parameters set, they would earn a "P" for the internship.

\*Starting Spring of 2020, all students earning MGT 450 credit for internship experiences should submit their final internship deliverable (reflection paper) to the MGT 450 Canvas assignment.