All internship courses are graded on a Pass/Fail basis. **To receive a passing grade, students must receive at least 95 out of a possible 100 points.** The designated point value for each assignment is listed directly next to the heading. If you have any questions regarding your assignments, please contact the IEL team.

Throughout your internship course, you will be using both Bizlink AND UBLearns to submit assignments. The below table details which assignments you will need to submit in BizLink and what assignments you need to submit in UBLearns. You can find individual assignments details in the “Required Activities and Assignments” section. **Please note – on your UBLearns home page, the course you will be working under is MGT 496. On your transcript, the course you registered for, pertaining to your concentration area will appear.**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Where to submit</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracking Hours</td>
<td>BizLink</td>
<td>Track hours weekly</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>UBLearns</td>
<td>02/16/20</td>
</tr>
<tr>
<td>Progress Report</td>
<td>BizLink</td>
<td>Submit between 03/15/20-03/22/20-flexible</td>
</tr>
<tr>
<td></td>
<td></td>
<td>submission date</td>
</tr>
<tr>
<td>Internship Showcase</td>
<td>In person presentation - ULCC</td>
<td>05/05/20 OR 05/06/20</td>
</tr>
<tr>
<td>Student Self Evaluation</td>
<td>BizLink</td>
<td>05/08/20</td>
</tr>
<tr>
<td>Internship Program Evaluation</td>
<td>BizLink</td>
<td></td>
</tr>
<tr>
<td>Uploading Resume to BizLink</td>
<td>BizLink</td>
<td>05/08/20</td>
</tr>
</tbody>
</table>

**REQUIRED ACTIVITIES AND ASSIGNMENTS**

1) **TRACK YOUR HOURS (10 POINTS)**
   As a reminder, a minimum of 150 hours of onsite internship participation is REQUIRED. **All student interns are required to track their hours in BizLink on a weekly basis.**
   - Go to: home/report my internship –click on the “Track Hours” link and enter hours for each week. Make sure that you click “submit” to ensure that the hours are saved from week to week.

2) **DISCUSSION BOARD (15 POINTS): DEADLINE = Sunday, February 16, 2020**
   **Prompt:** By now, you should have discussed your learning objectives with your supervisor. Please describe how the conversation went. Did anything come of the conversation? Did you make any plans? (ex. a change in any of your projects to fit the focus of your learning objectives, the decision to have weekly one on one meetings with your supervisor, etc.) Within the post please include where you are interning, the name of your supervisor and the date which you had this discussion on.
3) COMPLETE YOUR PROGRESS REPORT (15 POINTS): DEADLINE = Submit between Sunday, March 15 – Sunday March 22 (flexible submission deadline)
This is a questionnaire in BizLink, to be completed at the halfway point of the internship.
➢ Go to home/report my internship – click on “Progress Report” fill out the questionnaire and click “save changes.”

4) INTERNSHIP SHOWCASE (25 POINTS): Tuesday, May 5 OR Wednesday, May 6 from 9am-noon
How to sign up:

1. Log in to BizLink and apply to the Internship Showcase posting found under the Jobs/Internships tab by searching on “Internship Showcase”. You will see an invitation to sign up for a time slot on your homepage in BizLink.

2. Create a presentation using Power Point and submit to mgt-internships@buffalo.edu at least 24 hours prior to your scheduled presentation.

Logistics:
• Once you choose a time slot for your internship showcase, we encourage you to invite your support circle. This can include your internship supervisor, academic advisor, and/or your classmates/peers/friends. Below is an email invitation that you can use to invite your support circle to your presentation:

   “Hello, I would like to invite you to attend my internship showcase presentation on DATE/TIME in the Undergraduate Learning and Community Center. This is an opportunity for me to showcase the work I have done at my internship site this semester, how I have developed my skill set by applying my classroom knowledge to a real world setting, and how this experience has impacted my future career goals. If are able to attend, please annhayes@buffalo.edu and let her know, and she will follow up with any further details.”

Internship Showcase Presentation Guidelines (10-15 minute maximum, including Q&A)
• Provide 1 slide detailing your name, class level, current major/concentration, internship and location of internship
• Create 1-3 slides providing a basic overview of your internship, including:
  • How you obtained your internship
  • What your major projects were
  • Who your supervisor/mentor was
• Give a brief recap of your hard skill learning objective:
  a. Do you feel like your proficiency in your hard skill learning objective improved throughout the course of your internship? Why or why not?
  b. How did you work to meet this learning objective?

Based on the competency area you chose to base your soft skill learning objective on, use the NACE Career Readiness Student Rubric to rate what you felt your competency was in the beginning of the internship and rate what you think it is now that you’ve completed the internship. Please note, you do not need to rate yourself in every single competency, you only need to rate yourself in the competency you chose at the beginning of your internship. The ratings go from Novice>Developing> Proficient>Mastery.
• a) Based on the rubric, briefly describe how you would have rated your competency at the beginning of the internship, and explain why you chose that rating for yourself
*Remember, mastery would mean you are basically an expert in that competency. Keeps this in mind as you think about where you would rate yourself, and remember you have many years ahead of you to learn and develop your skill set.*

b) Based on the rubric, briefly describe how you would rate your competency now that you have completed the internship, and explain why

c) How do you plan to continue to improve and develop upon this competency?

- In 1-2 slides, describe how the experience has impacted or influenced your future plans or career direction?
- You are welcome (but not required) to include any appropriate photographs you may have taken at your internship site

5) **UPDATED RESUME (15 POINTS) DEADLINE = Friday, May 8, 2020**

All students are required to upload their updated resume to reflect their internship experience into BizLink.

- Login to your BizLink account – click on MyDocuments and Resources > Approved > “Add New” and upload your updated resume.

For each day this assignment is overdue, without prior communication with the IEL team, 1 point will be deducted.

6) **SUBMIT REQUIRED EVALUATIONS (10 POINTS EACH): Friday, May 8, 2020**

Go to home/report my internship – click on the appropriate evaluation link, answer all questions and click “submit.”

- **Self-Evaluation**: Explores your learning and professional development as a result of the internship.

- **Program Evaluation**: Provides feedback on your supervisor and our services.

*Note: Your supervisor will be asked to complete a Supervisor Evaluation of your performance at the end of the internship. This evaluation will be hidden from your view and is not counted toward your final grade.*

---

**GRADING POLICIES**

Final grades are based on the quality of assignments throughout the internship experience and on internship performance as reported by supervisors. Ability to meet deadlines is crucial.

The specific grading point breakdown for this class is provided in the following table:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracking Hours</td>
<td>10 pts</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>15 pts</td>
</tr>
<tr>
<td>Progress Report</td>
<td>15 pts</td>
</tr>
<tr>
<td>Internship Showcase</td>
<td>25 pts</td>
</tr>
<tr>
<td>2 Evaluations (10 pts each)</td>
<td>20 pts</td>
</tr>
<tr>
<td>Uploading Resume to BizLink</td>
<td>15 pts</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100 pts</strong></td>
</tr>
</tbody>
</table>

- **Undergraduate Students** are graded using a Pass/Fail (P or F) measurement.

- **Incomplete Status/“I” Grades**: Under special circumstances only, it may become necessary for a student to complete an internship after the grading deadline. Requests for special arrangements must be made with the director ahead of each semester’s corresponding grading deadline. Students who do not make these special arrangements in advance will fail the course. “I” grades will be changed only after all requirements
are met. Students are not permitted to graduate with an “I” grade. If requirements are not met within one year, the “I” grade changes to an “F”.

- **“F” Grades**: Students not meeting requirements and deadlines as stated above will receive a failing grade.

**EXPERIENTIAL LEARNING CODE OF CONDUCT**
(as detailed on your Experiential Learning Form that you initialed electronically)

As a representative of the UB School of Management I will:
- Demonstrate respect, dependability and cooperation with my supervisor and co-workers.
- Ask questions to resolve any confusion regarding my responsibilities.
- Maintain a strictly professional relationship with my supervisor and co-workers.
- Refrain from using profane or inappropriate language on-site and while engaged in any off-site activities related to this experience, including interactions with supervisors, co-workers, interns and other volunteers.
- Refrain from the consumption of alcohol or drugs while engaged in activities related to my internship, including off-site meetings or gatherings with supervisors, co-workers, interns and other volunteers.
- Adhere to all organizational policies of the employer.
- Adhere to the UB Student Code of Conduct (especially if my internship or volunteer experience takes place off campus).
- Strive to understand what constitutes a permissible work absence and who to notify if absent.
- Report changes in schedule, supervision, problems with my site or personal issues interfering with my ability to complete my internship or volunteer experience to the appropriate CRC program director.
- Dress appropriately for the work place as defined by the employer’s dress code.

We’re here to Help

Feel free to call, e-mail or stop by our office (Career Resource Center, 308 Alfiero) to talk. If you experience any difficulties while on your internship please let us know before they become unmanageable. We want you to have a great internship experience!