

All assignments are submitted through WebCT (<https://salsa.nmsu.edu/>). For further instructions and guidance, contact Dr. Jim Bishop at jbishop@nmsu.edu; 575.646.3096.

This course is open only to students majoring or minoring in **Management** in the College of Business. If you are a management minor, you must have taken at least one management course beyond MGT 309 (BUSA 365 counts as a Management course).

To obtain academic credit, students must enroll in MGT 391 or 491 during their workphase of internship participation:

- **MGT 391.** Completed minimum of 62 undergraduate credit hours
- **MGT 491.** Completed minimum of 94 undergraduate credit hours

The course integrates academic work with the application of the principles of management. Registration in one course is allowed per internship or co-op work phase. A minimum of 12 work weeks is required to obtain course credit. The amount of academic credit (1-3 crs.) will be determined by the academic requirements & not by the work experience.

NOTES:

- All work is due within the timeframes stated; late work either will not be accepted or will cause the grade to be lowered. Your papers will be graded by your department head or faculty in your major area.
- Retain a record copy of each of your papers when you submit them in case we need to contact you to discuss your paper.
- Please type all papers, double-spaced, and include your current return address & telephone number.

Assignments & due dates are listed on the next page.

**STUDENTS MUST COMPLETE THE FOLLOWING MINIMUM REQUIREMENTS
FOR 1 TO 3 HOURS OF CREDIT.**

**DUE BEFORE
YOU GO ON CO-OP
OR WITHIN 2 WEEKS
OF YOUR START DATE**

A paper, approximately 3 pages long, covering the following:

- 1. Job Expectations**
 - a. What are your goals regarding this internship?
 - b. What do you expect to learn?
 - c. How do you anticipate you will benefit personally from your co-op experience?
 - d. How do you anticipate you will benefit in your career from your co-op experience?

**DUE WITHIN 2 WEEKS
OF YOUR START DATE**

A paper, approximately 3 pages long, covering the following:

- 2. Organization Chart**
 - a. Draw an organizational chart.
 - b. Where do you fit on the chart?
 - c. What are your duties? *List these in detail. You will revisit this section & comment on your duties at the end of the internship.*
 - d. Are your duties what you expected? *Comment on this.* Do your actual duties coincide with those listed in your job description?

**DUE WHEN ONE-HALF
OF YOUR CO-OP PHASE
IS COMPLETED**

- 3. Journal activities to date** (*See guidelines for keeping a journal, next page*).

**DUE WITHIN 1 WEEK
AFTER COMPLETING
YOUR CO-OP PHASE**

- 4. Journal.** *You will be required to keep a **daily** journal. Each journal entry should be at least one paragraph long. Use the guidelines at the end of this flyer.*

**DUE WITHIN 1 WEEK
AFTER COMPLETING
YOUR CO-OP PHASE**

A paper, 5 to 10 pages long, covering the following:

- 5. Evaluation & Improvements**
 - a. What were the most important & least important duties in your job? Were there any surprises or unexpected aspects of your job?
 - b. What suggestions for changes or improvements in your job do you have? *It is **critical** that you integrate material from your management courses in this section. For example if you have suggestions relating to motivating employees, how do these suggestions relate to material you learned in your management class? The same would be true for topics such as leadership, communication, performance appraisal, training, and so forth.*
 - c. What do you feel you have learned (both positive & negative) about management in the workplace? That is, what works & what doesn't work?
 - d. What would you suggest to the co-op or intern student who replaces you in this position?

Guidelines for Keeping a Journal

“To set down choice experiences that my own writings may inspire me & at least I may make wholes of parts....Thoughts accidentally thrown together become a frame in which more may be developed & exhibited. Perhaps this is the main value of a habit of writing, of keeping a journal—that so we may remember our best hours & stimulate ourselves.”

Henry David Thoreau

Many people jot down notes from time to time about their travels, what they read, friendships, business activities, dreams. Keeping a journal is a way to chronologically organize such writing. Journals are a type of narrative, or story-telling. Their internal structure is determined by the “meanderings” of the writer’s own mind. They are a special type of autobiography, a device for exploring your own life & explaining yourself to yourself.

The first—and probably ONLY—rule about keeping a journal is that it be HONEST and YOUR OWN, meaning that it should be a record of your own response to what happened to you, in addition to a recitation of what happened.

For example, if you wrote

January 10, 2003. Got up at 7 a.m. Went to class at 10 a.m. Read in the library from 12-2 p.m. Studied from 3-5 p.m. Went to bed at 10.35 p.m.

you would be summarizing the day’s events, but not keeping a journal.

The entries in a journal should have **FOCUS**; that is, a central event, feeling or thought, because entries should tell something about the writer. Include not only the raw facts; i.e., your interaction with co-workers from another part of the company, but also how **YOU FELT** and **WHAT THE EXPERIENCE MEANT TO YOU** (in the context of today & in the context of its future effects on your life.)

As you write your journal entries, ask yourself the following questions.

1. Have I said what I really think & feel about this day or only what I’m supposed to think or feel?
2. Have I told not simply what happened but what it meant to me?
3. Would this entry make sense to me next year?
4. Would it make sense to someone else?

The last question implies that the journal is to be read by someone else. And, of course, it will be read by your instructor. Please remember to retain a record copy for yourself when you submit your assignments.

A **GOOD** journal observes one fundamental; it does not speak privately.

It may be personal & even intimate, but an entry should be written so that it can be read with profit by others. They should be able to read, understand & be moved by it.

This material was abstracted from Issues in the workplace: Human resource Dilemmas by Peggy Smith & Jean Hanebury