



**SUFFOLK
UNIVERSITY**
SAWYER BUSINESS
SCHOOL

**Master in Management and Organizational
Leadership, MMOL**

Guidelines and expectations
*for graduate students
completing management internships*

Contents:

- *Overview of roles/responsibilities*
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Dear MMOL Student,

The following packet will walk you through the process of registering for and successfully completing an internship toward your Master in Management and Organizational Leadership degree. You will need to complete several steps prior to registration of the internship course. The course itself involves both the work component and an academic project.

MGT 920 Course Description:

The internship is a semester-long, hands-on, practical learning experience in a company or non-profit organization in the Boston region. It usually requires the equivalent of at least one day per week on site. The site cannot be a firm where the student is already employed unless the program director has approved the arrangement and confirms that the internship work will be substantially differentiated from the student's current work and will be sponsored by a different department or division. The internship project is described in a written proposal agreed upon by the company sponsor and faculty members that includes degree-related and career-related learning outcomes. The intern completes several written reflection assignments, a final report, and a presentation. 3 credits.

There are three stakeholders involved in MGT 920 – you, your internship supervisor, and your faculty advisor. Please be familiar with their roles and responsibilities below:

Internship Site Supervisors will:

- Provide a graduate level learning opportunity of at least 100-150 hours over the semester or one day per week for fourteen weeks.
- Provide feedback to the intern at several points during the internship focused on relevant performance issues, including progress and completion of task responsibilities, proactively seeking information or guidance, taking initiative, professionalism, written and verbal communication, etc.
- Submit a midterm and final evaluation of the intern's performance to the faculty advisor and SBS Academic Dean's Office at the end of the project/internship.

Faculty Advisors will:

- Oversee the development of, and provide a summary of, the approved internship project to the student intern and the corporate internship supervisor.
- Consult with corporate internship supervisor at the beginning, midpoint and end of project.
- Work with the student to outline an academic project to be completed during the internship.
- Review weekly reflections and intervene to discuss with the student if warranted.
- Review interim and final reports.
- Provide a letter grade to the registrar's office incorporating performance evaluation from the company internship supervisor, reflections, and reports.

Student interns will:

- Secure an approved internship opportunity.
- Manage all the paperwork required to secure the internship and register for MGT 920 (see below)
- Complete the agreed upon work at the internship site in a professional manner.
- Complete all academic projects/requirements as agreed upon with the faculty advisor.
- Insure all performance evaluations are completed by the site supervisor and submitted to the faculty advisor.

NOTE: Internships for academic credit may be paid or unpaid and involve no future obligation from the company. Students are strongly encouraged to attend Suffolk's Career Development Center or SBS EDGE sessions related to résumés, cover letters, and career skills in the semester prior to seeking an internship.

Instructions for Students:

In order to get registered for MGT 920:

1. **Meet with the MMOL Program Director or Assistant Director** to talk about what is an appropriate internship opportunity and to get an overview of the process. At this stage, a faculty advisor will be matched to you.
2. **Secure an approved internship opportunity** through personal or professional connections or through Suffolk's Career Development Center by enrolling in the Handshake program. You may wish to discuss the opportunities you discover with your faculty advisor while you are applying for internships.
3. Print and complete the **"MMOL Graduate Internship Proposal and Agreement"** at the end of this document.
4. Provide the internship site supervisor with the **"MMOL Internship Sponsor Agreement and Eval Form"** packet.
 - The supervisor should print the agreement form, fill it out, sign it, and give it to you to sign as well.
 - If the site supervisor does not have a written internship job description, the two of you need to discuss this and outline the work, deliverables and your expected schedule.
 - You will draft this information in a document called your **"Internship Work Plan."** It will be a one-page summary of information that your supervisor has agreed to, including the following details:
 - a) **SITE:** identify the organization (name, address) and the department where you will work
 - b) **SCHEDULE:** anticipated start/end dates, as well as anticipated weekly schedule
 - c) **FOCUS:** a brief description of your projects or areas of responsibilities
 - d) **DELIVERABLES:** a description of the deliverables/outcomes expected and estimated due dates (i.e., what work outcomes is the supervisor expecting and will use to assess your performance)
 - e) **OTHER DETAILS:** any other details that the faculty advisor should know about the internship
5. Set up a **meeting with your faculty advisor** and bring the:
 - completed "MMOL Graduate Internship Proposal and Agreement"
 - completed supervisor's "MMOL Internship Sponsor Agreement"
 - draft of your "Internship Work Plan"
 - job description/offer letter
6. Your faculty advisor will **review the paperwork** and submit it to the MMOL Program Director, who will review and sign it, and submit it to the Graduate Dean's Office. Once signed, you will be **automatically enrolled in MGT 920**. If there's a problem, the Program Director will reach out to you and your faculty advisor.
7. You and your faculty advisor will also discuss:
 - **dates that your four reflections** will be due (content of those is outlined on the next page).
 - the scope and focus of your **academic project proposal**. The academic project complements the work you are doing at the internship site by having you apply concepts and skills learned in the MMOL program. If possible, the project will be integrated with or influenced by the deliverables you are expected to complete at work. In other cases it will be independent of the internship site and not seen or used by the site supervisor. You and your faculty advisor will determine the appropriate project and focus.
 - Your advisor may have you work independently for a week or so to refine the academic project proposal after the initial discussion. The proposal will be a **1-2-page description** of a management-focused project that is aligned with the internship experiences and your degree.
 - Include an **appendix** that lists important dates for your internship and its deliverables, as well as the academic requirements. This includes dates for: starting and finishing the internship, deadlines for work deliverables, due dates for MGT 920 reflection assignments and academic project; and the supervisor's interim and final evaluations.

DURING THE SEMESTER:

- Do your job as outlined in the Internship Work Plan and maintain professional and ethical interactions at the employment site.
- Work on your **academic project** (as outlined with your faculty advisor).
- Submit **four reflections/self-assessments** to your faculty advisor (dates determined in advance).
 1. **Reflection 1:** Describe your first several weeks on the job. Topics might include: What are you curious about? What surprises you about the company's culture?
 2. **Reflection 2:** What initiatives have you taken? What projects/tasks have you been trained to do? Who are you getting knowledge from and how does that happen? What have you observed about the way managers interact with employees?
 3. **Reflection 3:** Complete a midpoint self-evaluation (2 pages, single spaced). Assesses your performance so far by considering: **(1)** What is going well in relation to your performance, and what do you need to improve upon, and **(2)** What three specific steps you will take to get the information, guidance, mentoring, or training that you need to improve your work performance for the remainder of the internship? Note for item 2: be sure to note whom you will involve, when, and how. Also, if there are no areas to improve, what will you do to advance your business knowledge? **(3)** Review and use the self-assessments (DISC, Strengths etc.) from your MMOL courses to analyze your internship experiences.

NOTE: This is a good time to check the schedule of due dates. A week before the interim performance review is due, you should confirm that the site supervisor received a copy by email from the MMOL Program and remind your supervisor to complete and return it. You should ask for a brief meeting with the site supervisor so that you can be given that feedback directly as well.
 4. **Reflection 4:** Complete a final self-evaluation due 2-3 weeks before the internship ends (2-pages, single spaced). In it, 1) Review your work performance and give an objective assessment of your strengths and weaknesses; (2) What was the biggest challenge for you in the internship? What steps did you take to overcome it? (3) What have you learned about this field/industry/job that will be helpful to you in your career?

AT THE END OF THE SEMESTER

- Remind your Internship Supervisor to submit a final performance evaluation to your Faculty Advisor using the form that the MMOL program emails directly to the supervisor.
- Finish and submit your **academic project** by the agreed upon deadline.
- Set up a meeting with your Internship Supervisor so that they may review your job performance. They may share with you the evaluation form they completed and sent to your Faculty Advisor. You should bring Reflection 4 to this meeting so that you might share information from your self-evaluation.
- Make sure you leave the organization on a positive note. A week before you finish, remind coworkers that your internship is ending. Exchange social media contacts or emails as appropriate. Insure that the Internship Supervisor has all your work and any information for tasks that were not completed. Your goal is that they are left with a positive impression of you and your work.

Your grade for the internship will be determined by your performance at the internship site as evaluated by the supervisor, your completion of the academic project, your reflections, and any other requirements agreed to.



MMOL Graduate Internship Proposal and Agreement

MGT 920 Management Internship, 3 credits

Semester: (circle one): Fall Spring Summer

Student name: Student ID:

Suffolk Email: Phone:

Title of Internship:

Company Name: Internship Supervisor

Company Address:

Eligibility:

- This internship is only for students enrolled in the MMOL. MSBA/MMOL or MPA/MMOL students interested in completing an internship must speak first with the MMOL Assistant Director for guidance and conditional approval to proceed.
ISSO-international students must also meet with the International Student Services Offices for pre-approval.

To register, you must:

- 1. Have completed MGT 610 Organizational Behavior prior to the start of the internship.
2. Consult with the MMOL Assistant Director (and ISSO if international) for pre-approval.
3. Find an internship.
4. Secure a faculty advisor in the Management and Entrepreneurship Department who will sign this paperwork, assist you in developing your academic project proposal, review your documentation, and grade your reflections and project. Only full-time faculty are allowed to supervise internships.
5. Develop an Internship Work Plan and an Academic Project Proposal, which you will attach to this form.

NOTE: You will automatically be registered for MGT 920 after receiving the required approval signatures listed below.

Once enrolled in MGT 920, you must:

- Complete the internship work experience. Students must work a minimum of 100 hours during the semester.
Complete the MGT 920 Management Internship academic requirements outlined with your advisor.
Insure that the internship supervisor completes (1) a mid-semester performance evaluation form and (2) an end-of-internship performance evaluation form, both of which should be signed by the supervisor and sent to the faculty advisor.

Deadlines:

- Signed internship proposal must be submitted to the SBS Academic Dean's Office FIVE business days before the end of the course add period for the semester in which it will be completed. If the Dean's Office denies the proposal and time remains before the deadline to add courses, you may submit a revised proposal with faculty approval.
If an Incomplete grade is warranted at the end of the semester, the faculty advisor will enter an "IP" or "in progress" grade. Once the work is completed, submitted, and graded, a change of grade form must be completed by the faculty advisor and submitted to the department chairperson and Dean for approval. If the internship is not completed and no new grade is submitted within one year, the IP grade will convert to an "F".

Required Approvals:

Faculty Advisor Signature: Print Last name: Date:

ISSO Advisor Signature: Y Approved Y Denied Date:

Program Director's Signature: Y Approved Y Denied Date:

SBS Academic Dean's signature: Y Approved Y Denied Date:

Explanation if denied: