



SUFFOLK  
UNIVERSITY  
BOSTON

SAWYER BUSINESS  
SCHOOL

## ENT-521 – Entrepreneurship Internship

### Instructor Information

**Instructor:** Chaim Letwin  
**Email:** cletwin@suffolk.edu  
**Phone:** 617.573.8363

**Office:** 73 Tremont St., Rm. 7057  
**Office Hours:** Wednesday 12:05-1:00 and by appointment

### Course Information

**Section:** ENT-521  
**Day/Time:** Not Applicable  
**Credit Hours:** 3 credits

**Location:** Employer Location  
**Prerequisites:** ENT-101, 3.0 GPA  
(or instructor approval  
or required by concentration)

**Catalog Description:** Are you looking for an ENT major elective to help you continue with research associated with your opportunity of venture? This independent study is available to students who are looking to expand on their classroom experience by doing additional research related to their prospective opportunity or venture. Students must draft the statement of work related to the independent study, with a primary focus on solving a problem or problems through extensive research, as well as have an ENT faculty member supervise the student during the study. The statement of work must provide evidence sufficient to support the number of credits being requested. Once the statement of work is completed, the student must attach the statement of work to the Independent Study request form and obtain the required approvals before the course will be opened.

### Textbook & Course Materials

#### **Required Text:**

None.

## Course Goals & Learning Objectives

The learning goal and objectives of this course are as follows:

<b>BSBA Learning Goal: Harness and Implement an Innovative Mindset</b>		
<i>Upon graduation from Suffolk, successful students will recognize and foster creative vision, meet and respond to ambiguity and risk in a variety of contexts, and cultivate the knowledge and skills necessary to engage in innovation and collaboration across disciplines.</i>		
<b>Upon successful completion of this course, students will:</b>	<b>Upon successful completion of this course, students will be able to:</b>	<b>How the student will be assessed on learning outcomes</b>
Through an internship, students will strengthen their entrepreneurial experience in preparation of new venture creation or corporate entrepreneurship.	Identify potential opportunities for the employer using the program's opportunity recognition process.  Validate potential opportunities for the employer by assessing value to the organization.  Articulate potential opportunities to the employer and respond to feedback.	Completion of 150 internship hours and responses on biweekly logs.  Completion of 150 internship hours and responses on biweekly logs.  Final reflections presentation.

## Mandatory course meetings

We will meet three times over the semester. Once via zoom and the other two times in person. You are required to attend all three sessions. Failure to attend will have a significant effect on your grade.

Meeting Number	Date : Time	Location	Topic
Meeting 1	1/21: 7pm	Zoom	Intro to the course
Meeting 2	TBD	TBD	Mid-semester check in and discussion
Meeting 3	5/1: 10am	TBD	Final Presentations

## Course Deliverables

You will be evaluated in the following areas:

### Completion of 150 Internship Hours:

You will upload copies of employer-approved timesheets for hours worked during the semester with evidence that the total hours worked were at least 150 hours between the official start and end date of the semester (including the final exam period). Failure to provide evidence by the end of the semester will result in an "F" and no credit for the internship. Employer-approved timesheets are to be provided biweekly.

### Biweekly Logs:

You will upload biweekly logs by the due dates indicated in the course schedule. The biweekly logs will be in the following format for EACH biweekly reporting period:

1. Start and end date of reporting period
2. Summary of duties performed
3. Opportunities identified and source(s) of identification
4. Value of opportunities identified to the employer organization
5. Next steps (for the next biweekly period)
6. Your signature certifying that the information included in your log was created by you.

Each log will be no less than two pages (single-spaced with a 12 pt. font).

These logs will be emailed to the professor on the following Dates: 2.7, 2.21, 3.6, 3.20, 4.3 and 4.17.

No work will be accepted late.

### **Final Reflection Presentation**

On 5.1 you will provide a final reflections presentation to the class. The final reflection presentation will be between 6 and 10 minutes and including the following.

1. A brief explanation of the evolution of responsibilities throughout the semester
2. Discuss the most valuable opportunity/experience that you had at your internship
3. Note how successful your internship was in comparison with your personal goals
4. Fully explain the most valuable lesson you learned at your internship and explain why it was so valuable

The final reflection presentation will include a professional PowerPoint.

### **Grading / Evaluation**

You will be evaluated and your grade computed using the following weighted grading system:

40%	Biweekly Logs
40%	Final Presentation Paper
20%	Attendance at all 3 mandatory meetings

Using the weighting system above, your final grade will be issued using the scale below based on your final weighted average:

<b>Grading Scale</b>	<b>A (95+ points)</b>	<b>A- (90 – 94.99 points)</b>
<b>B+ (87 – 89.99 points)</b>	<b>B (84 – 86.99 points)</b>	<b>B- (80 – 83.99 points)</b>
<b>C+ (77 – 79.99 points)</b>	<b>C (74 – 76.99 points)</b>	<b>C- (70 – 73.99 points)</b>
<b>F (69.99 or fewer points) -OR- less than 150 internship hours during this semester</b>		

### **Late Work:**

All assignments must be submitted by the due date and late work is not accepted.

**Extra Credit:**

This course was designed to have sufficient depth and volume of assignments to evaluate your grade as it relates to the learning goal and objectives for this course. Extra credit tends to distort your true performance and is therefore, not offered.

**Course Policies**

This course abides by University policies that can be found at [www.suffolk.edu/syllabus](http://www.suffolk.edu/syllabus). This link will provide you with information and services related to:

- Academic Honesty, Cheating and Plagiarism
- All Student Resources'

**Disability Accommodations:**

Statement on Accommodations for Students with Disabilities

If you determine that you need formal, disability-related accommodations, it is very important that you register with the Office of Disability Services (located at 73 Tremont Street, 7th floor, 617.994.6820, [disabilityservices@suffolk.edu](mailto:disabilityservices@suffolk.edu)) and notify me of your eligibility for reasonable accommodations. We can then plan how best to implement your accommodations. For more information, visit [www.suffolk.edu/disability](http://www.suffolk.edu/disability).

**Email Communication:**

For email purposes, I will use ONLY your Suffolk email address.