



**MAN 6946: Management Internship CRN 13488**  
**Spring 2020 (3 credits)**  
Off campus

**Instructor:** Dr. Jennifer Manegold  
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**Office Location:** LCOB 3308  
**Office Hours:** by appointment

**A. COURSE DESCRIPTION**

Opportunity to enhance and apply management skills and knowledge to a relevant profit or non-profit organization to facilitate career planning and development. (Permission of department required) (S/U only)

**B. KEY TOPICS COVERED IN THIS COURSE**

**C. TEXTBOOK AND READINGS *and other required materials***

*None*

**D. CLASS OVERVIEW**

You are required to work in your internship for **150** hours along with completion of the assignments listed below.

**E. GRADING, ASSIGNMENTS AND COURSE REQUIREMENTS**

The grade in this course will be based on a combination of assignments. The student will receive an “S” or “U” based on the completion of all assignments, including 150 hours of work for the employer, on a timely basis.

## Course Requirements

In order to earn three credit hours of academic credit, **students are required to work 150 hours.**

**1. Approximately every other week please submit to the appropriate Assignment on Canvas a brief summary** that describes what you have been doing, what you are learning, and how the internship is going, as well as the hours worked. The information should be posted by the due dates listed on the Canvas page.

**2. Completion of online career modules.**

>2 weeks before the end of the semester, meet with an Advisor at FGCU Career Development Services in the Cohen Center. Call 239-590-7946 for an appointment. Note: **Be sure to complete your online modules prior to this session.**

**3.** Toward the end of your internship please complete an **internship site evaluation form**. The link to this form can be found on the course page. Please submit the completed form (a picture or Scan) to the designated Canvas dropbox.

**4.** Have your internship host complete an intern evaluation by **completing an on-line performance evaluation**. The internship coordinator will receive a link from our office to submit the evaluation. **Please be sure you have given me the correct email address to contact them.**

**5.** Prepare a formal thank you letter to your employer, thanking him or her to the opportunity. Upload a copy of the letter to the appropriate drop box in Canvas by the due date listed in Canvas.

**6.** At the end of the semester, you will need to create an **Internship Final Report**. This report should be 8-10 pages in length (cover page, appendices, and references do not count toward the page count). It should be organized in APA format, and should cite references appropriately. It should include the following sections:

- What you did you accomplish and learn during your internship that will be of value to you as you seek employment in the future. (This part of the paper can be used as part of your portfolio as you seek future employment).
- How what you learned reinforced concepts taught in your management classes (be specific by mentioning specific courses and course content),
- How what you learned differed from what you were taught in your management (again be specific),
- How you think this internship will help (or not) your career development and future work plans (again specific)
- Would you recommend future students doing an internship with your internship sponsor (include why or why not).
- At the end of the paper as Appendix A, please include a breakdown of the hours worked per week and the total hours completed in your internship.
- At the end of the paper as Appendix B, please include samples of work that you completed during the internship that illustrate the skills you applied on the job, with explanatory notes as needed
- Appendix C (optional) – Photographs or other artifacts that illustrate the nature and quality of your internship work experience

## Student and Organization Responsibilities

### Student:

- The student is responsible for adhering to the policies of the organization/company.
- The student is responsible for adhering to the proper dress code required by the organization/company.
- The student is responsible for transportation.
- The student is responsible for reporting to the organization/company punctually and following all established regulations.
- The student will not submit for publication any materials relating to the internship experience without prior written approval of the organization/company.
- The student shall hold all privileged information concerning the operation of the organization/company and/or its customers in strict confidence.
- All international students who hold the F-1 visa should contact the Office of International Services to verify eligibility and immigration compliance.
- ***Most importantly! At all times, the student must remember that he/she represents Florida Gulf Coast University and its current and future relationships with the organization/company.***

### Organization/Company:

- The organization/company shall provide the student intern a planned, supervised program of career related experiences.
- The organization/company shall maintain complete records on the student intern's performance and provide an evaluation as required by the university at the conclusion of the internship period.
- The organization/company may request the university to withdraw any student intern from its facilities whose personal characteristics or performance prevent a desirable relationship with the organization/company.
- The organization/company shall permit the inspection of its facilities, student intern records, and such items pertaining to the internship program by the university or agencies charged with the responsibility for accreditation of the academic programs.
- The organization/company shall not take commercial advantage of its affiliation with the university by advertising the relationship in commercial media.
- The organization/company agrees to comply with all Federal and State non-discrimination laws and work cooperatively with the university staff to accommodate student interns who request accommodations due to a disability documented through Florida Gulf Coast University.

Breakdown of what makes up a grade goes here:

<i>Final Report</i>	<i>40% of grade</i>
<i>Survey</i>	<i>5% of grade</i>
<i>Bi-Weekly Check-ins</i>	<i>30% of grade</i>
<i>Career Services Module</i>	<i>25% of grade</i>

**Academic Qualifications:** *In order for a student to take the MAN Internship, the student must have an overall FGCU GPA of 2.5 and a Major GPA of 3.0. The student also must be a Junior Level standing and be approved by a LCOB academic advisor.*

**GRADING SCALE:** Minimum Requirement: 150 Internship Hours and 80% completion of the assignments.

**ASSIGNMENT COMPLETION DEADLINES**

*All assignments must be completed by the due date for the final report.*

**F. ATTENDANCE POLICY: Not Applicable**

**G. My Background:** Dr. Jennifer Manegold is an Assistant Professor and Interim Department Chair for the Management Department in the Lutgert College of Business at Florida Gulf Coast University. She holds a Ph.D. degree in Management from the University of Texas at Arlington, with an emphasis on Organizational Behavior and a minor in Statistics. She has also earned an MBA in Management, and a Bachelor of Arts degree with a double major in Communication and English. Dr. Manegold’s research focuses on counterproductive work behavior, organizational justice, human resources policy access and usage, and the study of effective mentoring relationships. She has published in academic journals such as the *Journal of Business Ethics*, *Human Resource Management*, and the *Human Resource Management Journal*. She was recently a contributing author in the *Handbook of Justice in Work Organizations*. She has presented her work at numerous academic conferences, and is an active member of the *Academy of Management*, the *Southern Management Association*, and *Beta Gamma Sigma International Business Honor Society*. Dr. Manegold’s teaching experience includes *Team and Group Processes*, *Organizational Ethics*, *Ethical Issues in Business*, *Organizational Behavior*, and *Principles of Management*.

**H. LEARNING OUTCOMES & ASSESSMENT**

The Department of Management creates an environment that enables students to develop managerial knowledge and leadership skills, both individually and collaboratively, to: (1) recognize, evaluate, and cultivate business opportunities; (2) identify, understand, and implement positive solutions to organizational issues; and (3) build leadership capabilities to effectively manage organizational change in the global environment.

<b>Lutgert C.O.B. Learning Goals &amp; Objectives</b>	<b>Management Learning Objectives</b>	<b>Course Learning Objectives (measurable)</b>	<b>Assessment Methods</b>
<p><b>Understand the business environment</b></p> <p>1. Demonstrate knowledge of ethical issues</p> <p>2. Demonstrate knowledge of global factors influencing business.</p> <p>3. Explain the importance of environmental responsibility.</p>	<p>1. Analyze ethical and CSR issues as they apply to management.</p> <p>2. Demonstrate knowledge of global factors influencing business</p>		

<b>Be effective problem solvers.</b> 1. Solve business problems using analytical tools	3. Solve management problems using analytical tools	Learn how to solve problems in an organizational setting.	Bi-weekly journals
<b>Be an effective communicator</b> 1. Deliver effective oral presentations 2. Prepare effective written reports	4. Demonstrate effective professional communication skills. 5. Work effectively in diverse teams	Develop a compelling elevator pitch that captures potential employers in the job market.	Elevator pitch video
<b>Have interdisciplinary business knowledge</b> 1. Understand main concepts & definitions in accounting, economics, finance, information systems management, marketing and operations management. 2. Integrate knowledge across business disciplines	6. Integrate key management theories and practices	Develop a well-integrated 5 year career plan document for their career.  Develop a portfolio that includes samples of work from the internship	Career plan assignment  Final Paper

## I. ACADEMIC BEHAVIOR STANDARDS AND ACADEMIC DISHONESTY

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found under the “Student Code of Conduct” and “Policies and Procedures” sections in the Student Guidebook. All students are expected to study this document, which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at <http://studentservices.fgcu.edu/judicialaffairs/new.html>.

## J. UNIVERSITY NONDISCRIMINATION STATEMENT

Florida Gulf Coast University is committed to ensuring equity and fairness for all University employees, students, visitors, vendors, contractors and other third parties. As such, the University prohibits discrimination on the bases of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault), gender identity/expression, marital status, sexual orientation, veteran status or genetic predisposition with regard to admissions, employment, programs or other activities operated by the University. This prohibition extends to enforcement of Title IX of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity and Compliance (OIEC). The OIEC’s phone number is (239)745-4366; the OIEC email address is [OIEC@fgcu.edu](mailto:OIEC@fgcu.edu).

## K. ADAPTIVE SERVICES

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university’s guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class

due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Wellness Building. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information.

**L. Counseling and Psychological Services (CAPS)** provides free counseling and therapy services (including psychiatry) to all FGCU students. Please walk in to the second floor Howard Hall office any week day between 8:30 and 4:30 to schedule an initial contact appointment. Visit the CAPS website at [www.fgcu.edu/caps](http://www.fgcu.edu/caps) for more information. CAPS offers a 24/7 Helpline at (239) 745-3277 (EARS).

#### **M. STUDENT OBSERVANCE OF RELIGIOUS HOLIDAYS**

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

## *Semester Assignments*

Friday, January 10, 2020

Verification of Attendance Quiz (complete on Canvas) due by 5:00 pm

Friday, January 24, 2020

Journal Log Entry #1 (submit to assignment on Canvas) due by 11:59pm

Friday, February 7, 2020

Journal Log Entry #2 due by 11:59pm

Friday, February 21, 2020

Journal Log Entry #3 due by 11:59pm

Friday, March 13, 2020

Deadline to complete career skills module / submit resume

Elevator Speech Assignment due by 11:59pm

Friday, March 27, 2020

Journal Log Entry #4 due by 11:59pm

Friday, April 10, 2020

Journal Log Entry #5 due by 11:59pm

Friday, April 17, 2020

Meeting at Career Services due by 5pm

Your 5-Year Plan due by 11:59pm

Friday, April 27, 2020

Required-Complete Your Survey due by 11:59pm

Thank you letter due by 11:59pm

Internship Final Report due by 11:59pm