
BUS 299/399- Management Consulting Internship

Basic Information:

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Host Institution	Shanghai International Studies University
Instructor Title	Career Service Coordinator, Summer China Program & Internship
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Course Description:

The management consulting internship is designed to provide students with advanced instruction and professional experience. Through completing the class meeting, the five-week internship, and the final reflection paper, students will be able to apply knowledge learned in and outside of classroom.

Course Hours:

Mandatory online class meeting: December 5, 2014

Five weeks (200 hours) full time internship: starting from the week of December 8, 2014

Final reflection paper submission deadline: February 1, 2015, 5pm

Optional internship extension: the internship can be extended for three more weeks upon students' request in advance, but this is not a part of the course. (i.e. although the program only requires students to complete five weeks internship, students can take advantage and have a maximum of eight weeks internship)

Prerequisite:

Academic: 3.0/4.0 GPA, have at least two full semesters undergraduate level courses

Language requirement: Chinese native speaker or close to native

Work permission: Chinese citizens or holds a valid work visa

Evaluation:

The evaluations are assessment tools for the supervisor and student to provide their feedback regarding the internship experience.

Guidelines for evaluations: It is the student's responsibility to request the employer to finish the evaluation form prior to the conclusion of the internship.

Your request for the Employer Evaluation should coincide with when you provide your 2-week notice of your last day at the internship site. Student evaluation forms will be sent to you through email, and they must be submitted with your final paper on February 1, 2015 by 5pm.

Grading Policies:

Part	Percentage	Points
Internship	50%	50
Final reflection paper	25%	25
Class meeting attendance	15%	15
Final evaluation of student's performance	10%	10
Course Total	100%	100Points

Grades: The course is offered for 4 credits through Shanghai International Studies University and is for pass/no pass only (total points of 70 or higher is considered "pass").

Final Reflection Paper

The final reflection paper provides an opportunity to reflect on the entire internship experience.

The goals of the final reflection paper are:

- To reflect on and synthesize the full experience, and to analyze personal and professional effectiveness;
- To facilitate closure of the internship experience

Guidelines:

Late papers will not be accepted. The Final Reflection Paper is due **February 1 by 5pm**. The Final Reflection Paper should be a minimum of four (4) pages, typed and double-spaced, with Times New Roman text, 1" margins, and 12 point font.

The final paper must include:

- Describe your internship (duties, tasks, responsibilities)
- Describe how your internship relates to your major
- Explain what you learned from this experience
- Describe what your biggest challenge during this internship was
- Describe how the internship may affect your future career
- Discuss how well you were prepared academically for this position

Academic Integrity

SCP expects honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles of scholarly research and writing in all academic work.

Academic dishonesty or cheating includes acts of plagiarism, forgery, fabrication or misrepresentation, such as the following:

- claiming the work or thoughts of others as your own
- copying the writing of others into your written work without appropriate attribution
- writing papers for other students or allowing them to submit your work as their own
- buying papers and turning them in as your own
- having someone else write or create all or part of the content of your assignments
- submitting the same paper for more than one study or class without explicit permission from the faculty members

General Principles

SCP is committed to principles of trust, accountability, clear expectations and consequences. It is also committed to redemptive efforts, which are meaningful only in light of these principles. Students will be granted due process and the opportunity for an appeal.

Academic dishonesty offenses generally are subject to incremental disciplinary actions. Some first offenses, however, receive severe penalties, including dismissal from the program.

General Disciplinary

The following is a non-comprehensive list of possible actions apart from dismissal from the program: warning from a professor, program director; a lower or failing grade on an assignment, test or course; suspension or dismissal from the course; suspension or dismissal from the program.

Disciplinary Actions for Specific Offenses

Some academic dishonesty offenses call for specific disciplinary actions. The following have been identified:

Falsification of documents: Students who falsify or present falsified documents may be dismissed. Prospective students who are discovered to have presented falsified admission documents prior to admission shall be denied admission to the program. Should it be discovered after admission that a student had presented falsified documents for admission, such admission may be annulled and the record of academic achievement removed from the academic record, with appropriate notations. Such annulments or denials may be reviewed after one year.

Dishonesty in course requirements: Course work (a quiz, assignment, report, mid-term examination, research paper, etc.) in which a student has been dishonest generally will receive zero points towards the grade in fulfillment of a course requirement, and/or the student may receive a failing grade for the course. The professor of the course determines the appropriate consequence.

Final assignment: When a student cheats in a major or final assignment such as a comprehensive examination or presents plagiarized material in a major or final assignment, that student shall receive an F in that particular subject. Student cheats on more than two exams shall be dismissed from SCP.