

The University of Iowa
John Pappajohn Entrepreneurial Center
Henry B. Tippie College of Business
Summer 2019

COURSE NUMBER: ENTR:4900

COURSE TITLE: Academic Internship - Entrepreneurship

INSTRUCTOR: David K. Hensley
Iowa JPEC Executive Director and Clinical Professor, Management & Organizations
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IOWA JPEC INFORMATION: JPEC Website: www.iowajpec.org

Facebook: Become a fan of “**Entrepreneurship at Iowa**”; receive updates about events, competitions, and scholarships.

OFFICE HOURS: By appointment

ACADEMIC INTERNSHIP REQUIREMENTS:

In order to obtain academic credit for a professional internship, the following criteria must be met:

- Students must have officially declared the BBA Entrepreneurship Major Track, BA Enterprise Leadership, Certificate in Entrepreneurial Management, Arts Entrepreneurship Certificate, Media Entrepreneurialism Certificate, or Technological Entrepreneurship Certificate.
- Internship must provide student with a professional work experience, preferably outside of the university, which relates to entrepreneurial management— internship description and duties might include: project management/team, business strategy, market research/analysis, operations management, market penetration/sales, and financial evaluation/forecasting.
- Internship must provide student with an immersion experience in an entrepreneurial and/or business environment and must be at least 80% professional work.
- Internship requires continuous supervision by a professional in the field (not a student).
- Internship must be at least 8 weeks in the summer and 10 weeks during the fall or spring semesters.
- Workload requirements are as follows:
 - * Three Credit Hours – minimum of 225 hours worked
 - * Two Credit Hours – minimum of 150 hours worked
 - * One Credit Hour – minimum of 75 hours worked
- Student must be a sophomore or above (i.e. have completed at least 30 semester hours of college-level coursework) to enroll in the Academic Internship course.
- The course may be repeated, but if with the same company, the student must be engaged in activities requiring a higher level accountability and responsibility than the previous internship; a total of 3 semester hours may be earned.
- Students must have approval to register and register before starting the internship. Students cannot receive credit for past unregistered work experiences or internships.

The student must obtain an internship through their own professional network or through HireaHawk (<http://careers.uiowa.edu/hireahawk>) and the Pomerantz Career Center (<http://www.careers.uiowa.edu/>).

Once an internship has been secured, the student should complete the following to receive approval of the academic internship:

1. Log into your HireaHawk account to seek approval for academic credit for the internship.
2. Go to “Career Center” at the top and then click on “Experiences”.
3. Click on “Request an Experience”.
4. Choose “Entrepreneurship – Academic Internship – ENTR:4900 from the “Experience Type” list.
5. Complete the online form with all of the required information about your internship.

Once your request has been reviewed by an Iowa JPEC faculty member, you will receive an email with approval and the required special code to register for the academic internship course.

COURSE DESCRIPTION AND OBJECTIVES:

The academic internship is a structured work experience that relates to the student’s major area of study and career goals. Students are to obtain an internship and contact the Iowa JPEC academic internship advisor to oversee the experience. The internship must be professional in nature (i.e. 80% or more professional work as opposed to general office support) and be pre-approved by the Iowa JPEC academic internship advisor prior to registering for the course. Examples of appropriate internship activities are: business strategy/planning, market research/analysis, market penetration/sales, operations management, financial analysis/forecasting, and project management/team.

The primary learning objectives are:

1. Learn new professional and/or technical skills relating to the student’s field of study and career interests.
2. Enhance the student’s problem-solving and analytical skills by successfully completing real-world projects/assignments for the company.
3. Develop professional communication and teamwork skills.
4. Apply knowledge gained through the student’s academic program to support the company’s goals and objectives.
5. Gain industry knowledge through applied work experience and interaction with company and industry professionals.
6. Develop a cadre of professional contacts, mentors and references.

ASSIGNMENTS:

I. Weekly Written Report – Due Sunday at the end of each work week; the first paper is due on May 19th, and the last weekly report is due on July 28th

The student must submit a one-page weekly written report to the internship advisor, summarizing internship activities—including hours worked, types of activities, accomplishments, challenges, impressions, etc. Please include comments regarding the application of communication, organization, and team leadership skills, as well as technical skills. *If you did not work during the week, please submit a brief statement of why you did not work for the week in lieu of a submitting a regular weekly report.*

II. Mid-term Analysis and Reflection Paper – Due July 2nd

The student must submit a 2-3 page paper describing how the student is applying their technical, leadership and communication skills in their internship. The paper should be organized to address specific situations or tasks the student is engaged in, identify the actions the student is taking to resolve or complete the situations/tasks successfully, and the impact of the student’s activities. This paper should enable the student to be more prepared to successfully answer behavioral interviewing questions asked by potential future employers.

III. Student/Faculty Midterm Debriefing – To be scheduled the week of June 24th

The student will schedule an informal debriefing with the internship advisor. During the midterm discussion, the student should be prepared to summarize work activities to date as well as seek any guidance/input from the faculty supervisor. A link to a Doodle poll for scheduling the meeting will be sent to the student at least three weeks prior to the actual meeting.

IV. Final Internship Reflection Paper – Due August 2nd

The student must submit a 3-4 page paper summarizing the results of the academic internship. Information to incorporate in the final paper include:

- Description of major accomplishments
- Evaluation of the company – products, processes and future long-term potential
- Discussion of what was learned during the internship, with a focus on the learning objectives identified above
- Include major accomplishments, information learned, plans to leverage the internship for career planning, etc.
- Include any final work product as an appendix the final paper.

V. Student/Faculty Final Debriefing – To be scheduled the week of July 29th

The student is required to complete a final formal debriefing session with the internship advisor. The student should prepare a PowerPoint presentation highlighting the major accomplishments, lessons learned, skills developed and impact the internship had on the student. A link to a Doodle poll for scheduling the meeting will be sent to the student at least three weeks prior to the actual meeting.

GRADING:

This course is graded on a Satisfactory-Unsatisfactory (S-U) basis. Written assignments should be posted to the digital dropbox in ICON using Microsoft Word or Adobe PDF file format. The mid-semester and final debriefing sessions will be scheduled between the student and course instructor and be conducted via phone, Skype or in-person. The final grade will be based upon the quality, timeliness and completion of assignments; as well as feedback received from the company internship supervisor. Failure to complete all assigned work may result in an Unsatisfactory grade.

GENERAL POLICIES:

Course Administrative Home

The administrative home of this course is the Tippie College of Business, which governs academic matters relating to the course such as the add/drop deadlines, the second-grade-only option, issues concerning academic misconduct, and how credits are applied for various graduation requirements. Different colleges might have different policies.

Tippie Honor Code

The Tippie College of Business has an Honor Code, and you must abide by it in completion of all assignments. Integrity is a reflection of your character and is critical for creating meaningful and lasting relationships. One part of integrity is abstaining from acts like cheating, so cheating on any assignment in this class will result in an appropriate consequence, usually a zero for the grade in question and, if that penalty does not reduce the grade, a penalty of a full letter grade reduction. In addition, all incidents of cheating will be reported to the appropriate academic offices, and the student may be placed on disciplinary probation, be suspended, or even permanently expelled, depending on the severity of the offense.

If a student has been found in violation of this policy, they will first be notified directly, then I will report to the appropriate program office. Faculty and students can report Academic Misconduct via the college website

<https://tippie.uiowa.edu/current-students/undergraduates/academics/honor-code-judicial-board>.

Late Assignments

Because I regard this class as I would any job responsibility, I will hold you to strict standards of timeliness and ethics. In this regard, late work is unacceptable. Any assignment that is not turned into the instructor by the date and time it is due will be considered late and will receive an automatic 20% grade reduction. Each following day is another 20% off.

Sexual Harassment

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. The University will not tolerate sexual harassment, nor will it tolerate unwelcomed behavior of a sexual nature toward members of the University community when that behavior creates an intimidating or hostile environment for employment, education, on-campus living, or participation in a University activity. As a member of the university community you have a responsibility to report concerns of sexual harassment immediately at the Office of the Sexual Misconduct Response Coordinator: <https://osmrc.uiowa.edu>.

Accommodations for Disabilities

The University of Iowa is committed to provide an educational experience that is accessible to all students. If you have a diagnosed disability or any other condition that would impair your ability to complete the course requirements as stated above, please inform me as early in the semester as possible, but no later than two weeks prior to the scheduled activity. Students needing accommodations must register with Student Disability Services, (SDS): <https://sds.studentlife.uiowa.edu/students> to obtain a Student Academic Accommodation Request (SAAR) form. The form will specify what course accommodations are reasonable for that student. The office is located at 3100 Burge Hall, (319) 335.1462.

Mental Health

Students are encouraged to be mindful of their mental health and seek help if they are feeling overwhelmed or incapable of meeting course expectations. For assistance with the class, students are encouraged to talk to the faculty member. For additional advice or support, students are encouraged to contact University Counseling Services at University Capital Centre Suite 1950 or 3223 Westlawn South (319-335-7294) for same day appointments (Mon-Fri. 8AM-4:30PM). After hours, we encourage you to call the Johnson County Crisis Line at 319-351-0140 or 911 if you are in immediate danger.

Grievance Policy

Student concerns regarding this course should first be discussed with me, the faculty member teaching this course. If we can't resolve the complaint, you may contact the Amy Colbert, DEO of the Management and Organizations department at 319-335-0932 or email amy-colbert@uiowa.edu. If you can't resolve the issue, you may contact Ken Brown, Associate Dean of Undergraduate Programs at 319-335-0924 or kenneth-g-brown@uiowa.edu.

Multicultural Holidays

Students compelled by their religious convictions to refrain from attending class on specific days must request instructor permission during the first few days of the session. If this request is denied, a student may address concerns according to University Procedures.

Sustainability

The University of Iowa is committed to demonstrating sustainability practices within all facets of the institution. Students are encouraged to utilize recycled materials and use as few natural resources as possible (such as by making use of digital forms of note taking, as appropriate). Recycling of all paper materials is expected. Learn more at the Office of Sustainability at <https://sustainability.uiowa.edu/>.