

University 490 Career Internship
 Bachelor of Arts in General Studies Degree Program
 Syllabus

I. Introduction

The Career Internship provides qualified students with a supervised program of practical experience in various career fields. This syllabus contains the guidelines for the course and is intended to clarify the internship credits available only for pre-employment duties and responsibilities.

II. Objectives

An Internship is a unique educational experience and offers specific goals relative to student achievement as follows:

- A. Provides the intern with relevant information about the intercareer field
 - B. Acquaints the intern with the physical, technical, academic, and environmental requirements of potential new position
 - C. Allows the intern to plan an academic program which will expand his or her learning and career options
 - D. Writing and Communication Skills. It is expected that development, utilizing professional writing standards and expectations will be integral to a graduate's education. This course provides writing instruction in the disciplines (WID) and satisfactory completion of the internship requirements.
- % Submit the following:

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University 490 Application

Proposed Internship Training Schedule

Each intern must formulate, in cooperation with the participating company, a Proposed Training Schedule that will include a detailed summary of the college-level duties and responsibilities of the intern. This Schedule should follow the UNIV 490 Internship Semester Hour Credit Ratio: 40 hours of full-time, college-level internship work equals (one) semester hour of credit. An internship cannot be granted for duties and responsibilities performed as a current employee of the company.

The

V. Coordinator Site Visit

Interns may receive a personal visit by the Internship Coordinator before the end of the internship period. There will be no unannounced visits. The intern will receive a letter or telephone call announcing the time and date of the visit and requesting a brief conference with the supervisor and any other personnel the company or intern believes the Coordinator should meet. Upon receipt of this letter/telephone call, the intern must arrange the conference with the supervisor and within two days send written confirmation of the date and time to the Coordinator. Confirmation may also be made by telephone call or email to the Coordinator.

(First Weekly Report)
Company Name
(Use company letterhead)

To: *(Supervisor)*
(Supervisor's Title)

Dr. Jeff Hancks
Bachelor of Arts in General Studies
Degree Program
Western Illinois University

Date: *(Date of Submission)*

Re: Report #1
(Week Dates)
Company Name

From: *(Your Name)*

Provide the following information regarding your internship company:

- A. Brief description of the company, to include at a minimum:
 - 1. Products produced or services provided
 - 2. Types of customers
 - 3. Processes or procedures utilized by the company
- B. Company brochure and/or promotional materials

(Second and Subsequent Weekly Reports)
Company Name
(Use Company Letterhead)

To: *(Supervisor)*
(Supervisor's Title)

Dr. Jeff Hancks
Bachelor of Arts in General Studies
Degree Program

Date: *(Date of Submission)*

Re: Report #2
(Week Dates)
Company Name

(EXAMPLE - WEEKLY REPORT FOR 2ND OR SUBSEQUENT WEEK)

M g d

123 W. Smith Street
Hatfield, IL 62323
Telephone: 309/333-3333

To: Dr. Jeff Hancks
UNIV 490 Internship Coordinator
Western Illinois University

From: Ima Student

Date: May 19, 2019

Re: Weekly Report #10 Human Resource Planning

Benchmarking provides organizations with an opportunity to conduct business re-engineering in a fashion which results in the identification of the practices for the core processes of the business. This helps the organization to simultaneously meet world class performance standards and determine opportunities for making a break-through performance. Benchmarking practices go beyond the competitive analysis approach because they require the assessment of the process performance of not only direct competitors but also major companies across all industries. To successfully conduct a benchmarking process, organizations must follow six steps: identifying what to improve, pinpointing what to benchmark, creating a benchmark team, looking for benchmark partners, gathering and examining information gathered, and implementing action of improvement.

The fundamental objective of any business re-engineering effort is the creation of a profitable and substantial competitive advantage. For the business manager, this presents a basic question of operation strategy. There are three basic operating strategies for creation of competitive advantage. A business can pursue a cost strategy by being the low-cost producer with quality, or the company can embrace a value strategy by offering more value to the customer than the competition is able or willing to provide while maintaining proximity on cost. The third choice is a hybrid of the first two. Business re-

world class performance targets while also identifying break-through opportunities for achieving those targets. Benchmarking is a process that will satisfy this demand. Benchmarking has been defined in a number of ways such as: a better practices tha

Benchmarking is not just a new name for the conventional analytical activities that might be gathered under the name of the competitive analysis. Benchmarking goes beyond competitive analysis leading the business to evaluate the process performance of leading-edge companies, rather than just direct competitors.

The objective of benchmarking is to accelerate the process of business re-engineering and achieve quantum performance improvements through adapting best practices of recognized organizations. In a way that leads to break through improvements in products, services, and processes; and results in total customer satisfaction and profitable competitive

Name: _____

Weekly Activity Log
(Submit with Weekly Report)

Week # _____ Starting _____ Ending _____

Day of Week	Description and analysis of duties performed (new information learned, new skills, results, or completion of tasks or projects)	Time spent on specific job duties
	Total Hours	

- Also, provide a written response to the following questions on a separate page:
1. What challenges did you face this week? How did you handle a challenging situation?
 2. Give a description of the most interesting incident or experience you encountered.

Name: Joe Smith

EXAMPLE

**Weekly Activity Log
(Submit with Weekly Report)**

Week 3 Starting 6-2-13 Ending 6-6-13

Day of Week	Description and analysis of duties performed (information learned, new skills, results or completion of tasks or projects)	Time Spent on Specific Job Duties
Monday	Quality control inspection of part #894578 (metal hinge) Learned use of GO-NO GO gauges. Learned how to read specification prints and procedures	4 hrs
	Entered quality control results into shop records Learned how ABC Manufacturing records quality control data	4 hrs
Tuesday	Quality control inspection of part #876935 (locking pins) Continued use of GO-NO Go gauges. 98.9% of parts passed.	2 hrs
	Revised drawings of part #874839 to reflect recent engineering	3 hrs
	Assisted Chief Engineer in packing Tool Show Display material Material was shipped to Chicago as directed.	5 hrs
Wednesday	Attended operations meeting with supervisor Learned that production in shop is three days behind schedule	2.5 hrs
	Operated Humbart Vertical Mill. Produced 520 end plates.	7.5 hrs
Thursday	Operated Humbart Vertical Mill. Produced 735 end plates	8 hrs
Friday	Operated Humbart Vertical Mill. Produced 200 end plates	3 hrs
	Assisted Set-Up with job set up on spot welders. Learned how to set up spot welders for welding hinge parts.	5 hrs
	Total Hours	40

Also, provide a written response to the following questions on a separate page:

- 1. What challenges did you face this week? How did you handle a challenging situation?**
- 2. Give a description of the most interesting incident or experience you encountered.**

EXAMPLE

**Weekly Activity Log
Week 3, June 2 - June 6, 2013**

1. What challenges did you face this week? How did you handle a challenging situation?

Several mistakes/problems were encountered in trying to alphabetize and print an itemized version of the job bag list. Every single client had to be printed out individually; the itemized list was not printed out all at once. The reason for so many problems was unfamiliarity with functions of the program.

Alphabetizing aided tremendously in setting up for the itemization, and it was eventu ()TJETQqn-20 (u)14 (a ()-20

Final Report

(Use Company Letterhead)

To: (*Supervisor's name*)
 (*Supervisor's Title*)

Dr. Jeff Hancks
Bachelor of Arts in General Studies
Degree Program
Western Illinois University

Date: (*Date of Submission*)

Re: Final Report
 (*Dates of internship*)

From: (*Your Name*)

Provide a self-analysis of your internship experiences containing the following:

1. A summary of what you learned during the internship
2. A discussion of the special highlights of your internship
3. A discussion of any areas in which you believe you need improvement
4. A discussion of areas of academic study that helped you in your internship
5. Suggestions for improving the BGS internship experience
6. Your thoughts concerning the overall strengths of the internship program
7. Your thoughts concerning the overall strengths of the BGS degree program
8. Any other pertinent information concerning your internship or the BGS program that you believe should be brought to the attention of the Internship Coordinator