MGT 470 Management Internship

***Purpose:***

The purpose of MGT470 is for the student to gain experience in the management and operations of a particular organization. The student is intended be a professional asset to the organization and to develop a public service for Tiffin University’s management program.

***Requirements:***

1. A Work Plan Including:

* Name of Organization
* General Profile Info @ Organization: Industry, Address, Main Product/Services
* Key People in Organization (Organizational Flow Chart of Structure)
* General Hours / Days You Are Expected to Work
* Main Duties (List @6-8 areas of responsibility)
* Compensation: Pd - Hrly / Salary / or Volunteer - Any Benefits?
* What you expect to learn during the experience
* Specific Goals you want to achieve while doing the experience.

1. A resume with said experience included.
2. A daily log with a minimum of 150 clock hours
3. A weekly summary BLOG or JOURNAL
4. A paper (see below)
5. Self-Evaluation
6. Evaluation from Supervisor

***Grading***: After a review of all material, a grade will be rewarded for the work completed

A – Outstanding, Excellent / B – Above Average / C – Average / F – Below Average

***Paper***

*MGT470 requires a major paper – 8 pages- single spaced.* The paper is an evaluation of your experience Use the following subheadings:

Overview,

Initial Expectations,

Summary of Experiences,

Learning Outcomes, and

Application to Career Development.

***Submission of Documents: Submit everything electronically by the end of the semester enrolled.***