UNDERGRADUATE INTERNSHIP

USD - BUSINESS 498, ACCOUNTING 498, ECONOMICS 498  (Fall 2011)
Professor: Marc Lampe, M.B.A., J.D., Director of SBA Internship Programs
Office Hours: 116 Olin Hall/ Tues&Thurs: 10:00 a.m.-10:40 a.m., 2:15 p.m.-3:30 p.m.,
5:25 p.m.-6:00 p.m.; following internship class meetings; and by appointment.
Phone: (619) 260-4887  (The fastest way to reach me is via email);
Email: <mlampe@sandiego.edu>;
Fax: (619) 260-4891.
Address:  School of Business Administration
                      University of San Diego
                      5998 Alcala Park
                      San Diego, CA 92110-2492

PLEASE READ THIS SYLLABUS CAREFULLY!  (uisylfa11)

DESCRIPTION: Experiential learning working in a business, government, or non-profit organization. Placements provide the opportunity for practical application of business, economics, and accounting principles. (See schedule of classes or back of this syllabus for special meeting times. Grading is pass/fail. This course may not be repeated for credit.)

PREREQUISITES: Accounting, Business (includes finance, marketing and other b-school majors) or Economics Major, Senior Standing: Completion of several courses in accounting, business and/or economics relevant to your internship including all basic course work related to the position (e.g., introductory courses in finance and marketing completed to intern at an investment brokerage). Approval of placement by instructor.

Junior Majors who have completed 75 Units of Credit and Senior Minors: With adequate class preparation for their selected internship placement (per above requirements), may apply for instructor’s permission to take this course by submitting a completed Internship Placement Proposal form and college transcript(s) to the instructor early.

International Students should contact the USD Office of International Services regarding legal eligibility to do an internship.

OBJECTIVES

Because of the unique nature of each placement students set their own individual, specific objectives. Generally, upon successful completion of this course students will:
1. Have had the opportunity to apply knowledge, skills and abilities gained in the classroom (with an emphasis on business/accounting &/or economics) to an actual work situation.
2. Have enhanced their undergraduate education by learning new business knowledge, skills and abilities in a work environment.
3. Have investigated and prepared for future career opportunities.
4. Have made valuable professional contacts.
5. Have reflected upon the internship experience.
6. Have created a detailed portfolio that displays their accomplishments and reflections.

It is a goal of all my classes that students have a valuable and enjoyable learning experience. (Your feedback is appreciated.)
CRITERIA FOR PLACEMENT

An internship position must provide the student with:
1. A significant learning experience that will enhance his/her undergraduate education.
2. The opportunity to apply knowledge gained in the classroom.
3. A direct supervisor at the work site available and willing to cooperate with the goals and requirements of this course.
4. Work relevant to your business education. If you are enrolled as an accounting or economics intern, the position must primarily apply to that field.
5. Responsibilities with depth, substance and variety. Clerical, administrative, "go-for" and repetitive type duties are permissible but must be limited and balanced by more substantial work. Positions such as car rental agent, bank teller and certain sales positions are normally unacceptable. These positions may become part of an acceptable placement if the student and employer significantly broaden the normal scope of responsibilities for greater variety and depth of experience. Telemarketing or other solicitation type work may not count for more than 10 working hours towards the 96 minimum required hours. Redundant promotional type work such as handing out items or materials to the public or coordinating contests must also be limited to no more than 10 of the 96 hours. If the internship includes a classroom and/or printed training program, it cannot count for more than 5 hours.

A position that does not meet these requirements will negatively effect your experience and could lead to a grade of incomplete or failing for the class. If it is unclear whether your placement meets these criteria or class prerequisites complete and submit the Internship Placement Proposal as soon as possible or see the instructor. Positions found through USD listings are not guaranteed to fulfill the requirements.

PREREQUISITE

At the first class meeting each student receives an Internship Placement Proposal form. It must be completed by the student and the supervisor and returned by the student no later than the deadline date provided on the attached Undergraduate Internship Timetable. Enrollment in the course is not complete until the instructor receives and approves this form. The instructor reserves the right to deny approval of a position to any student who does not submit a properly completed and acceptable proposal form by the deadline (or extended deadline with advance permission of instructor). An unapproved position will receive a failing grade (so you may want to drop the class, especially if you receive a mid-term grade of “F”).

Please be aware of University drop deadlines and penalties that apply after the first week of the semester. It is advantageous to submit this form as soon as possible in case a problem exists with your prerequisites or placement. After receiving the form I will contact you only if there is a problem.
REQUIREMENTS
(Treat the internship class as if it is part of your job, “real-world” expectations of professionalism apply.)
(NOTE: m= Most common problem areas leading to incomplete or failing grade)

1. CLASS MEETINGS
This course has only three mandatory meetings (summer- one intensive meeting). Time, date, and location are provided in the USD Schedule of Classes and attached timetable. The course is arranged to stress work experience and limit class time. Attending the three sessions, arriving on time and not leaving early, are class requirements in respect to grading as discussed below.

Meeting topics are:
#1. Orientation to internship class.
#2. Creating a high quality portfolio- Guest speaker from USD Career Services Office.
#3. Internship program evaluations and deadline for submission of portfolios.

The professor reserves the right to award a failing grade to any student who misses part or all of the first class orientation meeting without permission from the instructor.

2. MINIMUM OF 96 WORKING HOURS- DOCUMENTED
Keep time sheets with your name and dates, time of day, number of hours worked each day and cumulative total hours worked to date. Have your supervisor sign and date the time sheet monthly [Summer- bi-monthly]. A Model Time Sheet is attached. Hours may be applied from the first through last day of classes of the semester\ summer session of enrollment only (not exam period).

Time sheets containing all requested information must be received by me on or before the Timetable deadline. Do not submit any time sheets until all hours have been completed.

3. PORTFOLIO PROJECT
The class project is a portfolio emphasizing your work in the internship position. This assignment was developed with assistance from USD Career Services. A portfolio has practical, real-world applications for job hunting. m FOLLOW THESE INSTRUCTIONS CAREFULLY TO RECEIVE A PASSING GRADE!

If you are taking the class for accounting or economics credit the portfolio must emphasize that topic. Business registrants may cover business, accounting or economics areas.

All written sections: 12 point type, double-spaced, 1 inch margins all-around.

Please arrange your portfolio in the order given below using the professor’s numbers and letters below to label sections.

Include a marked up draft in the back of your portfolio (see #5 below).

Provide the following materials and information (exceptions only with permission from instructor):

#1. Introduction & Resume

   A. Introduction- In your own words, a summary describing: (1.) where you worked (the company/organization); (2.) what you did (job description). This section must be a minimum of one page with at least ½ page on each part (i.e., organization and your job).
B. Resume- Current as of the completion of this internship. You may want to prepare this resume for a specific position you are seeking, or a fictitious job possibility in the field of your internship. Whichever, note the employment goal of this resume on the resume or a separate sheet.

#2. Materials Related to the Organization where your internship is located- Gather several items that will help you to better understand the organization and your role, and assist you in preparation for future job interviews. Be creative, the following are possibilities: organizational chart, annual report, financial statements, brochures, marketing materials, published articles about the company. Just provide the materials, no commentary is necessary.

#3. Your Work Products, each with a Narrative Explanation- Examples of what you did on the job including, but not limited to: letters, spreadsheets, reports, financials, brochures, articles, photographs, etc. You may include work in progress at any stage of development. A narrative must accompany each item (or group of items if they logically go together). For confidentiality issue, options in order of priority: 1. blackout private information; 2. create a fictitious version of your actual work (and label as such); 3. do narrative/ exclude work product and explain why missing entirely.

The narratives will be an important consideration in grading so be sure they are well-written and complete. Each narrative must include the following information (where relevant), in the order given with section letters labeled in your portfolio:

A. Describe the sample item(s) by providing a basic explanation, assume the reader doesn’t know anything about it.

B. Explain exactly what role you played in its creation, be specific and provide details.

C. Discuss what knowledge and skills from your college education you used in creating the item(s) such as theories, techniques, formulas, principles, etc., and how each was applied, include the names of specific classes where you attained the knowledge. Important tip=> be specific, provide details and depth in this section.

D. Discuss and explain in detail what new knowledge and skills you gained in creating the item(s). Important tip=> be specific, provide details and depth in this section.

E. Any additional information you feel is important (optional).

The required order for this part of the portfolio is: Work Product (WP)#1 followed by--> Narrative(N) #1 A,B,C,D,E ; WP#2--N#2 A,B,C,D,E ; WP#X--N#X A,B,C,D,E ; etc...

Some narratives will be brief, for example the description to accompany a business letter may be one page. Other narratives, such as one that accompanies a marketing research report, might be several pages long. The number of narratives varies based upon the nature of your job tasks. You should have a **minimum of 4, maximum of 10 narratives** (I recommend 5). There
must be a minimum total of seven full typewritten pages of narratives (partial pages are added as fractions). The combined total length of the C & D sections for each individual narrative should normally be a minimum 2/3rds of a page.

#4. Summary and Conclusion reflecting on your position- This discussion must include the following information in the order given with section letters labeled:
   A. Discuss the impact of this internship on your career considerations.
   B. Explain how your work contributed to your employer.
   C. Explain how your work contributed to the community and/or society.
   D. Any additional information you feel is important (optional).

Section #4 must be a minimum of one typewritten page.

#5. Draft of the written parts of your portfolio- In the back of your portfolio include an edited/corrected draft of the written parts of your portfolio. The draft should be marked up with corrections showing. These parts are #1A. Introduction (resume not necessary); #3. All sections of all narratives (4 or more); #4. Summary and conclusion.

It is recommended that students have drafts of their written parts reviewed and edited by a competent source such as the USD Writing Center (190B Founders Hall /619-260-4581). Schedule appointments in advance (2 weeks is recommended), don’t wait until the last minute.

Substandard writing will result in a grade of incomplete or failing.

+ Additional Items checklist for portfolio-
   1. I recommend that you keep an original version of the portfolio at home. You are welcome to submit a copy to me, and save money and the environment by using an inexpensive binder or notebook. Please do not put plastic covers on pages you have typed so I have the option of writing comments directly on them.
   2. Label cover or first/front page based upon enrollment: Business, Accounting or Economics 498.
   3. Deadline for submission of the completed portfolio is no later than the last class meeting (see Timetable).

The project should be compiled on an ongoing basis throughout the semester. I am available to answer questions and review your work anytime during the semester. See me early so you have time to revise if needed and avoid an incomplete or failing grade. Assistance and feedback on portfolios in general (not the specific requirements for the class portfolio) are available from counselors at USD Career Services (619-260-4654/Hughes 110). Schedule appointments in advance (2 weeks is recommended), don’t wait until the last minute.

The final product must be of high quality, ready for presentation to a potential employer.
# ABRIDGED INTERNSHIP PORTFOLIO EVALUATION FORM

## #1. Introduction & Resume-

### A. Introduction-

<table>
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<th>outstanding</th>
<th>adequate</th>
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more on: ___ employer ___ position

### B. Resume-

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<th>resume objective missing</th>
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## #2. Materials Related to the Organization-

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more materials

## #3. Work Products/Narratives-

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__ C&/or D section(s) need more specifics, details &/or depth, substance

__ A&/or B section(s) can be improved

__ additional narrative(s)

__ greater challenge/depth of experience

__ greater variety of class applications

__ better organization at one or more points

__ work product(s) missing ___ more ACCT or ECON

## #4. Summary and Conclusion-

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more information (one or more sections)

## #5. Significant “Local’ or “Global” Problems with:

__ #5. no complete edited draft included ___ organization

__ writing quality (grammar &/or typos, etc.) ___ formatting

__ section labeling ___ (IF YOU HAVE BEEN REQUESTED TO RE-DO YOUR PORTFOLIO, PLEASE RE-SUBMIT THIS FORM WITH YOUR MODIFIED WORK. Thank You.)

### 4. MID-TERM AND FINAL EVALUATIONS COMPLETED BY JOB SUPERVISOR

Supervisor’s evaluations must be completed no later than the deadline dates listed in the Timetable. Please remind your supervisor in advance about these class requirements and verify that the evaluation has been submitted. If the final evaluation form is late the student may temporarily receive a grade of incomplete for the class. (Timely submission of evaluations is the supervisor’s responsibility. A late submission will not effect the student’s grade, but I appreciate student assistance ensuring that it is on time.)

I strongly encourage you to get a copy of the completed final evaluation from your
employer, or me. I will mail it to you if you provide a stamped, self-addressed envelope.

5. PROFESSIONALISM IN CLASS: ATTENDANCE; MEETING DEADLINES; FOLLOWING INSTRUCTIONS (and WHAT TO DO IF THERE IS A PROBLEM)

Your employer, professor and the business world require that you arrive on time, and complete work on time to requested specifications. In this class you are given fair notice and ample time. Follow instructions in this syllabus and contact the professor if you have a question. I recommend that you keep a datebook and set early deadlines so if a problem does arise you will still be on time. Nobody is perfect, but I do require “substantial performance” to pass the class. A minimal deviation will not be grounds for denying a passing grade, but such latitude is limited.

If you feel that you have a legitimate excuse (that would be appropriate if I were an employer or client in the business world, e.g., medical or family emergency), you may request a deadline extension in advance, or explain why you missed a deadline or class. Do this by submitting a typewritten memo of explanation with supporting documentation (e.g., doctor’s note). If you are going to miss a deadline (or a class), let me know in writing and get the work in as soon as possible. The number of days late and whether the professor was contacted in advance will be considered in the assessment of a student’s overall professionalism in this class. I will make a judgement as to what extent a student excuse mitigates an aberration. Be aware that events such as a computer malfunction, lack of diligence on the part of a third party (including your job supervisor), or conflicts with work, other classes, or athletics are normally not acceptable excuses for late work or missing class (but may be explained in a memo with documentation).

A Passing grade requires:

1. A reasonable record of professionalism (per class requirement #5)

   Note that this requirement is independent from other class requirements. It is possible for a student to complete otherwise excellent work in this class and still not receive a passing grade as the result of an unacceptable record of professionalism.

2. Good or excellent evaluation from job supervisor

3. High quality portfolio project completed to the specifications listed in this syllabus

   The portfolio must include all required information and materials and be of high quality, ready for presentation to a potential employer. It must demonstrate the experience to be worthy of three units of upper division college credit in business, economics or accounting.

   Failing grade:

   If a student does not meet the standards for a grade of pass in two of the above areas that student will receive a grade of failing (without opportunity to redo the work).

   Grade of Incomplete:
Where work does not meet the standards for a grade of pass in one of the above areas a student will be awarded a grade of incomplete for an unsatisfactory performance. The student will then have one additional opportunity to pass the class by successfully completing the following (match by number with area of deficiency from above):

1. Complete an original, typewritten, double-spaced research report (use 12 point type and 1 inch margins all-around) of good or excellent quality. The topic and title of the paper are: “The Importance of Meeting Deadlines and Carefully Following Instructions in Business and the Real-World.” The report must include the student’s original ideas, observations and experiences combined with library research. A minimum of four different sources must be cited and three of these sources must have a traditional book or journal citation (i.e., at least three sources may not be “non-traditional” Internet sources that can only be cited with a Web address). All sources must be properly referenced with numbered footnotes or endnotes and a bibliography. Copy, label and attach pages from your research sources of ideas, paraphrases and quotations used in the paper. Highlight or underline the specific material on the copies from each source you used in the paper. Length of paper will be determined by the instructor depending upon the nature and extent of deviations from class requirements or deadlines (5 pages plus references minimum). Deliver this paper directly to the instructor, or give it to an SBA secretary in an envelope addressed to the instructor and have them initial it and write the date and time received.

A student with extensive problems in meeting course requirements or deadlines, or who fails to submit the Placement Proposal by the deadline, will receive a failing grade without the opportunity to do remedial work.

2. Complete additional hours at present internship, or new placement, and receive a good or excellent evaluation from the job supervisor. Number of additional hours will be determined by the professor based upon individual circumstances, 25 hours is minimum.

3. Redo portfolio, and possibly complete additional hours at present internship or new placement if needed to develop additional materials for portfolio. Professor will determine whether additional hours are necessary and how many (no minimum).

Students receiving a grade of incomplete should contact the professor immediately. A deadline will be set for completion of remedial work. Should the student not complete the remedial work successfully, on time and to specifications by the new deadline the grade of incomplete will become a failing grade.

Receiving a grade of incomplete is a time-consuming hassle for the professor and student, and risks a failing grade. Graduating students with an incomplete grade are able to walk through graduation, but will not receive their actual diploma in the case they are given. So please, do your very best the first time!

**Administrative/Miscellaneous**

1. Neither USD, the SBA, or the USD Career Services Office screens or supervises student internship employers, supervisors or positions. It is the student's responsibility to locate a suitable internship and determine if a particular employer and position are appropriate and suitable. Furthermore, USD does not permit the signing of waiver of liability documents from an outside employer.

The employer may be a business, government or non-profit organization. The position
may be paid. For internship placement opportunities: Go to <http://www.sandiego.edu/careers>, click on ToreroLink, register, follow to “Jobs and Internships.” For assistance with this database or finding a position contact USD Career Services (619-260-4654; Hughes 110). The USD Career Services Office is a great place to gain free professional assistance with job hunting.

I encourage students to consider a public or community service internship in government or with a non-profit organization. Such positions often offer unique learning opportunities and the chance to make a substantial contribution to society. The School of Business sometimes funds $750 Community Service Internship Awards for students successfully completing internships with non-profit organizations that improve society. If you are interested in learning more about this award, check the information on the bulletin board near my office, Olin 116.

2. Please be sure to give your supervisor the syllabus and evaluation form at the beginning of the semester. If you or your employer need another copy of any of the class materials, please get them from the internship program bulletin board near my office, Olin 116.

3. For delivery of class items follow these instructions: Mail, fax (do not fax portfolio or remedial paper), or deliver class forms and papers to me at 116 Olin Hall (under door ok if it fits). You may give items to an administrative assistant in Olin 235 with my name on it. For late work: Give to an assistant and have them write the date, time received and initial it. Tell the assistant the item is for immediate delivery to Prof. Lampe’s mailbox. Always keep a copy. Students are responsible for lost work if these instructions are not followed.

4. To retrieve your portfolio after grading is complete see my administrative assistant in Olin 235. You must retrieve your portfolio no later than the third week of classes of the semester after you have taken the class (spring students by third week of fall semester) or your portfolio materials may be “recycled.” You may also provide me with a postage-paid, self-addressed shipping envelope or box and I will mail it back to you.

5. IMPORTANT NOTICE- Most students support limiting the course to three meetings. Fewer meetings means students must take initiative to call or visit my office as needed. Please don't be shy! I try to assure that the every internship is a valuable and enjoyable learning experience. Most placements are successful, but occasionally problems arise. If your internship does not meet your expectations or class requirements contact me immediately. We will jointly decide how to improve your internship, or find you a new one. Modifications can be made any time during the semester, but earlier is better so don't delay.

[6. Summer Session Note- When the internship class is offered during the first or second six week session, grades are recorded with the twelve week session to allow extra time for grading. If you don't want to wait for your grade provide the professor with a stamped, self-addressed post card.]
ACADEMIC INTEGRITY

All members of the University community share the responsibility for maintaining an environment of academic integrity since academic dishonesty is a threat to the University. USD's policy on academic integrity is explicitly a part of this course (see the USD Undergraduate Bulletin). Any deviation from the standards of this policy may result in a failing grade for the course and/or other penalties. For example, all information such as that provided on the placement proposal (e.g., eligibility to take the class) and time sheets must be accurate, the portfolio must be based upon the student's actual internship experience. If you have any questions about actions of your own or other students regarding academic integrity, please contact your professor.

FACULTY- MARC LAMPE

I hold a B.A. in Political Science with honors from the University of Wisconsin. I received a J.D. with honors from the University of San Francisco School of Law and was admitted to the California State Bar in 1978. As a law student I clerked for the Master Calendar Judge in San Francisco County Superior Court, Criminal Division, interned for the Legal Aid Society and Public Defender’s Office, and taught “Street Law.” I later returned to San Francisco State University and completed an M.B.A. with a concentration in Marketing and Management and was a Beta Gamma Sigma National Scholastic Honor Society graduate.

My professional experience combines law, public-interest lobbying and business consulting. I had a general law practice in the San Francisco Bay Area for five years. My lobbying activities emphasized environmental and consumer issues. As a business consultant I assisted small businesses, non-profits and public organizations. My clients have included the Association of Bay Area Governments, San Mateo County Alcohol and Drug Services, the Oregon Student Public Interest Research Group, and Californians Against Waste. I was trained in arbitration by the American Arbitration Association, and have been a community dispute mediator.

I taught business and law related classes since 1981 at Saint Mary's College, San Jose and Hayward State Universities, and several community colleges. I joined the faculty at the University of San Diego in 1989, was promoted to Associate Professor in 1993 and Full Professor in 2000.

At USD, I am responsible for a major catalog revision of the traditional business law course to a business practitioner oriented approach emphasizing prevention of legal problems and conflict resolution. I developed and currently direct the USD School of Business Community Assistance Programs (CAP) including the undergraduate and graduate internship programs and the Community Service Internship Awards. Hundreds of my students have done community service projects as part of classes. I have served on numerous committees and boards including extensive involvement in efforts to improve academic integrity. My work was instrumental in USD’s adoption of the “Honorable University” concept. I have been a leading proponent of improving business ethics education. I have been a speaker, panelist or participant for many campus events and a volunteer for numerous community organizations. I currently serve on Boards of Directors of USD American Humanics and the Utility Consumer Action Network.

I have presented papers and published articles on various ethical and legal topics pertaining to business and business education. My work has appeared in the Journal of Business Ethics, Journal of Legal Studies Education, the International Business Review, and other publications.

In 2003 I received a “University Professorship” award for “outstanding career contributions” to USD. My
current areas of interest include business law and ethics education, the application of science to ethics, alternative dispute resolution, experiential education, influences on public policymaking and social issues. I enjoy playing electronic keyboards (and have done so for USD and community events), travel and spending time with my wife and son.

School of Business Administration Mission Statement:

We develop socially responsible business leaders with a global mindset through academically rigorous, relevant and values-based education and research.

**UNDERGRADUATE INTERNSHIP TIMETABLE**

**Fall - 2011**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>Sep 1</td>
<td>(01) 12:30 p.m.-2:00 p.m. or (02) 7:00 p.m.-8:30 p.m.</td>
<td>Mandatory Class Meeting #1 (01-Olin 126; 02-Olin 126) (attend either time)</td>
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Make-up orientation *(for late adding students with permission only)*: Sep 15: 12:30, Olin 126.

<table>
<thead>
<tr>
<th>Sep 22</th>
<th>7:00 p.m.</th>
<th>Deadline for completed Internship Placement Proposal</th>
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<tr>
<td>Sep 22</td>
<td>12:30 p.m.-2:00 p.m. or 7:00 p.m.-8:30 p.m. (attend either)</td>
<td>Mandatory Class Meeting #2</td>
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Oct 11- Please remind your supervisor:

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<tr>
<th>Oct 18</th>
<th>by: Noon.</th>
<th>Supervisor’s Mid-Term Evaluation deadline (Via: e-mail preferred)</th>
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<tr>
<th>Dec 1</th>
<th>7:00 p.m.</th>
<th>Deadline for completed Portfolio Project</th>
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<tr>
<td>Dec 1</td>
<td>12:30 p.m.-1:15 p.m. or 7:00 p.m.-7:45 p.m. (attend either)</td>
<td>Mandatory Class Meeting #3</td>
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Nov 29- Please remind your supervisor:

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<tr>
<th>Dec 6</th>
<th>by: Noon</th>
<th>Supervisor’s Final Evaluation due (U.S. mail or fax)</th>
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<tr>
<td>Dec 13</td>
<td>Noon</td>
<td>Deadline for completed Time Sheet</td>
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**MODEL TIME SHEET**
Intern’s Name: Marc Lampe
Period: February 201X

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<tr>
<th>Date</th>
<th>Times</th>
<th>Hours/Day</th>
<th>Cumulative Hours</th>
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<tr>
<td>2/2</td>
<td>9 a.m.-11:30 a.m.</td>
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<td>2/4</td>
<td>10 a.m.-12 p.m.</td>
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<td>7.25</td>
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<td>1 p.m.-3:45 p.m.</td>
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(Continued through end of February) = at least 96 hours/ by last day of classes)

Supervisor’s Signature: David Pyke
(Signed monthly by supervisor)
Date Signed: March 1, 201X

UNDERGRADUATE INTERNSHIP TIMETABLE
SUMMER-20XX

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<th>DATE</th>
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<th>EVENT</th>
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<tbody>
<tr>
<td>May 17</td>
<td>9:30 a.m.-Noon</td>
<td>Class meeting- must attend one, either date (Olin 126)</td>
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<td>or June 9</td>
<td>4 p.m.-6:30 p.m.</td>
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<tr>
<td>June 17</td>
<td>noon</td>
<td>Deadline for completed Internship Placement Proposal</td>
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<td></td>
</tr>
<tr>
<td>July 2</td>
<td>Please remind your supervisor:</td>
<td></td>
</tr>
<tr>
<td>July 7</td>
<td>noon</td>
<td>Supervisor’s Mid-Term Evaluation due (via: e-mail only this summer)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug 4</td>
<td>Please remind your supervisor:</td>
<td></td>
</tr>
<tr>
<td>Aug 8</td>
<td>noon</td>
<td>Supervisor’s Final Evaluation due (mail or fax)</td>
</tr>
<tr>
<td></td>
<td>noon</td>
<td>Deadline for completed Portfolio Project</td>
</tr>
<tr>
<td>Aug 8 noon</td>
<td>noon</td>
<td>Deadline for completed Time Sheet</td>
</tr>
</tbody>
</table>

MODEL TIME SHEET
Intern’s Name: Marc Lampe
Period: February 200X
### Undergraduate Internship Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Times</th>
<th>Hours/Day</th>
<th>Cumulative Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/2</td>
<td>9- 11:30am</td>
<td>2 ½</td>
<td>2 ½</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/4</td>
<td>10am- 12pm</td>
<td>4 3/4</td>
<td>7 1/4</td>
</tr>
<tr>
<td></td>
<td>1- 3:45 p.m.</td>
<td></td>
<td>(=96 minimum by last day of class)</td>
</tr>
</tbody>
</table>

(Signed in middle and at end of month, continued up to 96 hours.)

**Supervisor’s Signature:** Curtis Cook  
**Date Signed:** July 15, 200X

(Signed bi-monthly by supervisor in the summer)