

HS 231 : MBA Internship

Course Description: The MBA Internship is a 2-credit [HS 231f] or 4-credit [HS 231a] elective course that provides an opportunity for MBA students to carry out a formal internship with a client organization under the supervision of a faculty member. The MBA Internship requires students to apply principles and frameworks from the MBA curriculum for a client organization seeking help with a management-related challenge. The Internship can count as a concentration elective if the content is geared toward management issues in the student's concentration, with the permission of the student's concentration advisor. The Internship can also count as a general management elective toward the requirements for the MBA degree. Along with the Team Consulting Project, the MBA Internship serves as a transition point for students from education to professional practice. *As such, students must have completed two full semesters of MBA coursework (at least 32 credits) before taking this Internship.*

Course Requirements: Students must identify a client organization and a faculty member with appropriate qualifications who agrees to serve as an advisor for the Internship. Students must then map out a **Scope of Work** that allows the student to apply principles from the MBA curriculum to complete a project of interest to the student and the client. The Scope of Work must include readings related to the MBA curriculum that are relevant to accomplishing the Scope of Work. Please see the **MBA Internship Request Form** for the procedure for obtaining approval, and for more information regarding the Scope of Work.

At the completion of the Internship, students must submit a **Reflection Paper** of 10 to 15 pages to the faculty advisor. The Reflection Paper should draw upon principles and frameworks from the MBA curriculum to reflect upon 1) the content of the work completed for the Internship as it relates to MBA frameworks, and 2) the organizational dynamics of the Internship including client relations.

The minimum time requirements for the Internship are equivalent to the time requirements for a 2-credit course (at least 50 hours), or a 4-credit (at least 100 hours). Student interns may work more than a minimum number of hours, as specified in their Scope of Work. The Internship can be either paid or unpaid. The faculty advisor will grade the Internship on a credit/no credit basis, based on discussions with the student and based on the Reflection Paper.

Academic Integrity: Academic integrity is central to the mission of educational excellence at Brandeis University. Each student is expected to turn in work completed independently, except when assignments specifically authorize collaborative effort. It is not acceptable to use the words or ideas of another person - be it a world-class philosophy or your lab partner - without proper acknowledgement of that source. This means that you must use footnotes and quotation marks to indicate the source of any phrases, sentences, paragraphs or ideas found in published volumes, on the Internet, or created by another student. Violations of University policies on academic integrity, described in Section 3 of *Rights and Responsibilities*, may result in failure in the course or on the assignment, and could end in suspension from the University. If you are in doubt about the instructions for any assignment in this course, you must ask for clarification.

HS 231 : MBA Internship

The MBA Internship may be completed for course credit with the permission of the student's advisor and the MBA program director, after the student has completed at least 32 credits in the MBA program. Please read the attached syllabus to understand the purpose of the Internship and how it should be structured. The Internship can be paid or unpaid, and should contain a workload commensurate with a module (2 credits) or full semester course (4 credits). The procedure for obtaining approval is as follows:

1. **Timing:** You are required to register for the Internship at the start of the semester in which the Internship is being completed. In order to do so, please begin planning for it in the previous semester.
2. **Scope of Work:** After conferring with the client who has agreed to host your Internship and a faculty member who has agreed to supervise your Internship, you should describe in writing the Scope of Work for the Internship, covering the following points:
 - your area of focus;
 - how the Internship fits in with your plan of study;
 - the work you plan to carry out for the client and how it relates to MBA frameworks;
 - which materials you plan to read to inform your work;
 - the frequency of meetings with your faculty supervisor.
3. **MBA Internship Request Form:** When you, your client and your faculty advisor are satisfied with the Scope of Work, have the client and advisor sign the MBA Internship Request Form. Next, discuss it with your concentration advisor and have this individual sign the form as well. Finally, get the approval and signature of the MBA program director. ***You must then give the signed form, with the scope of work attached, to the Assistant Director of Student Records and Enrollment to put in your file in order to receive credit for the MBA Internship. The Scope of Work, along with all signatures, must be filed with the Assistant Director of Student Records and Enrollment no later than the end of the registration period.***
4. **Reflection Paper:** This paper should be submitted to your faculty advisor at the end of the semester, and should draw on your readings and on principles and frameworks from the MBA curriculum to reflect upon.:
 - the content of the work completed for the Internship as it relates to MBA frameworks;
 - the organizational dynamics of the Internship including client relations.

Brandeis University
The Heller School for Social Policy and Management
MBA Internship Request Form
(please attach Scope of Work to this form)

Name of Student: _____

Student SAGE ID: _____

Semester in which Internship will be completed _____ **# of credits** _____

Title: _____

Client Organization: _____

Faculty Advisor: _____

Faculty Advisor Signature: _____ **Date:** _____

Concentration Advisor Signature: _____ **Date:** _____

Client Signature: _____ **Date:** _____

Program Director Signature: _____ **Date:** _____

Please return to: Assistant Director of Student Records and Enrollment
Brandeis University
The Heller School of Social Policy and Management
415 South Street, MS 035
Room 109
Waltham, MA 02454

For Office Use Only:

Initial of Assistant Director, Student Records and Enrollment

Date