

Metro State University - College of Business and Management (CBM) Internship Information

NOTE: This is only for students doing College of Business and Management Internships.

Information requested in this form must be completed and accompany the Academic Internship Agreement form when submitted to the Internship Office (internships@metrostate.edu) for approval of the internship. The Academic Internship Agreement will be returned if this form is not completed.

Student Name:

Student Tech ID:

Student University Email Address:

Date:

Title of Internship:

(1) List specific activities that you will be responsible for during the internship.

- 1.
- 2.
- 3.
- 4.
- 5.

(2) List specific Learning Outcomes that will result from your internship. A Learning Outcome is a statement of what you [the learner] should be able to do as a result of having completed the internship. Refer to page 28 to help you write learning outcomes.

- 1.
- 2.
- 3.
- 4.
- 5.

(3) Submit a bibliography of readings that you will study as part of your internship learning. List a minimum of ten (10) readings (e.g. books, journals, trade publications, etc.), in APA citation format. Readings should directly relate to your learning outcomes.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

(4) At the end of your internship, you will submit a written paper to the site supervisor and College of Business and Management curriculum unit faculty liaison. This paper should be:

- a. approximately 10 pages in length
- b. word-processed and double-spaced
- c. contain citations where appropriate
- d. an integration of the knowledge gained from your internship activities and your readings as they relate to your stated learning outcomes.
 - i. written using the following format (adapted from Kolb Experiential Learning Model):
 - ii. Describing what you did during your internship – this section will summarize the activities you listed in Item 1 (above) and any additional activities that occurred during your internship **(Maximum of 2 pages in length)**
 - iii. Describe what you learned from your internship – this section will address the learning outcomes listed in Item 2 (above) and other learning that may have occurred during the internship **(3-5 pages in length)**
 - iv. Describe the relationship between what you learned or experienced and the theory contained in the bibliography of readings listed in Item 3 (above). You will want to explore theories, principles, and/or models that help you explain or provide a framework for what you did and what you learned during your internship. **(3-5 pages in length)**
 - v. Describe how you will use or apply knowledge gained from your internship to other situations. **(2-3 pages in length)**

What is the difference between a Competence Statement and a Learning Outcome?

A competence statement is at a broader level (maybe an overall course) whereas a learning outcome statement is more specific in nature. A Learning Outcome specifies what learners will know or be able to do as a result of a learning activity. This may be best illustrated by the following example from the College of Business and Management's Organization Behavior course.

Example:

Competence Statement:

Knows the principles of organizational behavior well enough to analyze organizational situations, diagnose problems, identify and evaluate alternative solutions, and recommend appropriate courses of action.

Learning Outcomes: Students who successfully attain the competence will be able to:

- Understand and effectively communicate the influence of individual differences on behavior in organizations.
- Understand and effectively communicate the effect of groups on behavior in organizations.
- Understand and effectively communicate organizational culture and processes and their effect on behavior in organizations.
- Demonstrate critical thinking and analytical skills by applying key organizational behavior concepts to cases and first-hand experiences in organizations.

How do I write a Learning Outcome? Since the learner's performance should be observable (what is the action?) and measurable (what is the result?), the verb chosen for each outcome statement should be an action verb which results in overt behavior that can be observed and measured. Sample action verbs include: compile, create, plan, revise, analyze, design, select, utilize, apply, demonstrate, prepare, use, compute, discuss, explain, predict, assess, understand, compare, rate, critique.

Other Sample Learning Outcomes:

- Design a recruiting and retention process for not-for-profit organizations
- Create a business plan for a small business
- Collect and analyze financial data used to make investment decisions
- Analyze the competitive environment of a firm using Porter's Five Forces Model