**MGMT 661 Internship Instructions**

The internship you will complete this summer can be thought of as one piece of the experiential learning process that consists of preparation, experience, and reflection[[1]](#footnote-1). Therefore, MGMT 661 will consist of all three parts. All MGMT 661 internship credits will be awarded in the fall upon completion of items listed herein.

**NOTE: If you are using CPT to complete a paid internship, you must follow the steps in CPT packet provided by the CPT Coordinator (Judy Rife). These requirements are for the 0-credit hour course (MGMT 59699) that you will take in the summer. This is separate from your MGMT 661 credit and must be completed to maintain your visa status.**

**Preparation (Spring Semester):**

1. Attend 3 KPDC career workshops from the following list:
	1. 1/26 – Define your brand and develop your LinkedIn profile
	2. 2/9 – Cover letters & LinkedIn Messaging
	3. 2/23 – Interviewing and Elevator Pitch
	4. 4/13 – First 90 Days at Your New Job
2. Submit the Internship Goals Assignment to Dr. David by May 1.
3. Submit the Internship Approval Form to Dr. David by May 1.

**Experience (Summer):**

1. When you start working with the sponsored company, the first task is to scope out the project you are going to work on in the next few weeks. You should clearly understand the company’s expectation of the project and send a draft of the charter (ProjectCharter\_Template.docx) to Dr. David within one week of your project start.
2. Submit a manager evaluation by doing ONE of the following:
	1. If you are using CPT, have your supervisor complete the “Intern Review Form” provided by the CPT Coordinator and return it to Judy Rife, who will then share it with Dr. David by August 8.
	2. If you are NOT using CPT, have your supervisor complete the Internship Review Form on Dr. David’s website, and return it directly to her by August 15.

**Reflection (Fall):**

1. Submit your final presentation slides via Brightspace by September 9.
2. Submit your individual reflection via Brightspace by September 30.
3. Present your project to your peers (dates and times TBD).

**Assignment Details:**

Templates and rubrics can be found for all items on my website at <https://web.ics.purdue.edu/~david11/elom.html>

**Grading:**

 Preparation activities 25%

 Project Plan 10%

 Individual reflection 15%

 Client evaluation 10%

 Peer feedback 10%

 Final presentation 30%

1. Kolb, D. (1984). *Experiential Learning*. Englewood Cliffs, NJ: Prentice Hall [↑](#footnote-ref-1)