

**UNIVERSITY OF WASHINGTON TACOMA
MILGARD SCHOOL OF BUSINESS**

TBUS 568 MBA Internship (3-5 credits)

No course syllabus exists for TBUS 568 as the nature of the work and its academic content will vary for each student. However, TBUS 568 internships are guided by the following rules:

1. A student may not complete an internship during his or her first quarter of study in the MBA program.
2. To earn academic credit for an internship, a student must register for TBUS 568 prior to completing the internship. Previous work experience may not be applied toward internship credits. Internships may be paid or unpaid. An internship may be completed at any organization as long as the work can provide a learning experience appropriate to the academic goals of the MBA curriculum.
3. Internships may be completed for 3-5 credits. Normally no more than 5 credits of TBUS 568 may be applied toward the MBA degree.
4. The organization member who will be overseeing the student's work is designated as his or her internship supervisor. The student and internship supervisor work together to set goals and tasks that the student will accomplish during the internship period (typically an academic quarter). Details such as deadlines, work schedule, work location, etc. must be discussed in advance to avoid misunderstandings. Office work (e.g copying and filing) may be required of the student only to the degree necessary for completion of the student's project. Internships are typically project-oriented.
5. The work agreement discussed by the student and the internship supervisor is developed into a written internship plan by the student. The supervisor and the student sign the plan signifying agreement about the scope and nature of the internship. Internship supervisors cannot extend the term of the internship nor add additional tasks or responsibilities for the student after the plan is signed.
6. The signed internship plan is submitted to the supervising faculty member. If the plan is accepted by the faculty member, the student can then register for the course. The faculty member must sign the internship plan and file a copy of the plan in the MBA program office. Students may then register for the course (only after the internship plan has been approved by the supervising faculty member).
7. Prior to beginning the internship, the student should collaborate with the supervising faculty member to develop an evaluation system that will provide performance feedback to the student (typically the evaluation system is a periodic written review). The evaluation system must be based upon the goals and expectations agreed to in the internship plan. Copies of all evaluation materials must be submitted to the supervising faculty member and filed in the MBA program office.
8. At the conclusion of the internship, the student assesses the internship experience and prepares a brief (3-5 page) written report outlining the knowledge and skills gained from the internship. This report must be completed by the first Monday of final exam week for the quarter in which the student is registered (or within two weeks of the completion of the internship, whichever comes first). The student's report is submitted to the supervising faculty member.
9. Internships are graded on a credit/no credit basis.