



Internship Guidelines (FT MBA Program)

Purpose of Internships

Internships provide valuable opportunities to apply your prior academic learning in a business setting and offer a distinct life learning opportunity in them. Internships also give you the chance to 'try out' areas of interest and provide a unique opportunity to expand, explore, and flex your new intellectual 'muscle'.

Qualifications

To qualify as an internship, the work must be:

- of value to the sponsoring organization;
- a sufficient learning experience to reflect the academic component of the MBA program;
- a full-time position that is consecutive in length from a minimum of 8 weeks to a maximum of 14 weeks, beginning anytime after the end of Period 5 (June 1, 2013) and ending no later than the beginning of Period 6 (September, 2013) with one sponsoring organization only.

If you are planning to have your internship with an organization that:

- was your previous employer, or,
- you are a partial or full owner of, or,
- one of your family members is partial or full owner of,

Your internship proposal must be reviewed by a team that includes your Track Champion / allocated professor and the Business Career Centre. Each situation is approved on a case-by-case basis. It is your responsibility to notify all of the above-mentioned parties if any of these points are relevant to your internship proposal.

Salary

MBA salaries vary by organization and position and market conditions, and are dependent on the depth and scope of the project. Typically, salaries range from \$2000 – \$6000 per month. It is up to you to negotiate a salary that reflects your level of experience and it's relevance to the position. Please note however, that some internship sponsors are quite firm on their stated salary and unwilling to negotiate.

Role of the Student

In order to ensure a successful internship, the following outlines general roles to be followed by the student:

- **Networking**

Part of the student's role is to identify target companies in order to take part in networking opportunities to generate internship leads by:

- joining professional organizations;
- attending networking events both on and off campus;
- approaching companies to explore and negotiate opportunities for summer internships.

- **Internship search**

Students are responsible for keeping the Business Career Centre informed regarding the status of their search for an internship opportunity. Once having accepted an offer, you are responsible for informing the Business Career Centre know that you have done so.



- **Internship offers**

When offered an internship opportunity by a sponsoring organization, students must accept or reject the offer within the timeline provided by the company. Once an offer is accepted, an intern cannot accept another offer, either verbally or by signing a contract. Under Canadian law, a verbal agreement between an employer and a student is recognized as a legal contract. The employer's recruitment process ends at that point because you have agreed to enter into a binding contract with them. A student who accepts an internship opportunity and subsequently reneges on the acceptance, can no longer assume that assistance will be forthcoming from the Sauder faculty or staff to secure an alternate. Additionally, the student may be in breach of their terms of conduct with the Business Career Centre, the consequences of which might include withdrawal of services.

- **Internship paperwork**

Once a summer internship has been attained, students must ensure that the necessary paperwork is completed and handed in by the deadline of June 17, 2013. Completion of the forms will require some effort on your part as information and signatures are required from both the sponsoring organization and Faculty. You must contact your Track Champion as he/she will be responsible for Faculty Supervisor assignments. It is recommended that the sooner you fill out the forms, the better, as many faculty members tend to take holidays during the May – August window. Thus, plan to have your forms completed, when possible by the end of May, if not earlier. The paperwork can be returned to the Graduate Careers Assistant (Carly Boettcher) at the Career Centre by dropping them off directly or by email to carly.boettcher@sauder.ubc.ca

- **Ethical conduct**

Realize that student interaction with the business community, during both internship searches and the internship itself, is a direct reflection upon the Sauder School of Business and will affect the School's long-term reputation with the sponsoring organization and others. Therefore, professional conduct is expected in all forms of contact be it verbal, e-mail, written or in person.

- **Confidentiality**

MBA Interns should not discuss or disclose information about their employer, which is of a private or confidential nature. Some sites require confidentiality of the materials from the project. Should this be the case for you, request your faculty supervisor to return the interim and final reports after they have been marked. The UBC Confidentiality Agreement form has been provided to you through Connect. Additional copies can be picked up from the Graduate Careers Assistant.

- **Internship project changes**

Students are required to notify, in a timely manner (within two weeks), their Faculty Supervisor of any changes that are made to the internship project.

- **Sponsor evaluations**

Following completion of the internship, it is the student's responsibility to ensure the Sponsor Evaluation Form is returned on time to the Graduate Careers Assistant. Often, the student has insight to the internal operations of the company and can control the timely return of the evaluation having knowledge of internal issues such as supervisors leaving due to holidays, out of town trips or resignations, etc. In the event that your supervisor is absent or not available, we request you help us identify a suitable alternative supervisor who is familiar with your work at the company and may complete the evaluation form on your supervisor's behalf. The Graduate Careers Assistant will distribute the forms in August and will follow up with one reminder call the week prior to the deadline of September 9, 2013.



Company's Responsibilities

Once an offer is extended and accepted by the student the company agrees to:

- complete and sign the Internship Project Agreement Form;
- provide one person to serve as a contact for the Faculty Supervisor and MBA Careers staff;
- provide all necessary company information to the intern to ensure the project can be completed to the intern's best ability;
- provide guidance and supervision for the intern when necessary;
- assess the intern's performance by completing and returning the Sponsor Evaluation Form at the end of August in a timely manner.

Securing Faculty Supervision

Students working on an internship need a faculty supervisor. Contact your Career Track Champion to discuss Faculty Supervisor assignment for the summer, as soon as you have committed to your project/employer.

Faculty Supervisor's Responsibilities

The Faculty Supervisor is expected to:

- review potential internship employment opportunities to ascertain the appropriateness of the employment for an MBA internship if asked to do so by the Career Centre or student;
- sign, upon request of the company, the "UBC Confidentiality Disclosure Agreement" that has been approved by UBC Legal Affairs;
- phone the employer at the start of the internship to introduce him or herself as the academic supervisor of the internship.
- handle calls relating to academic issues from the student or employer during the internship. This may include referring the matter to other faculty for assistance if necessary;
- provide feedback on the submitted Interim Report (an outline of the planned report);
- evaluate the final report (approximately 10-15 pages for internships) submitted by the student at the conclusion of the internship, review the company's evaluation of the student and complete the "Faculty Supervisor's Evaluation Form" (to be distributed by the Graduate Careers Assistant in September) and approve student internship credits.

If you have any concerns regarding any of the above mentioned points, please contact Carly Boettcher, Graduate Careers Assistant at (604) 822-2804 or carly.boettcher@sauder.ubc.ca

Requirements for Credited Academic programs

According to the Canadian education norm and UBC Senate Requirements, when practical experiences are part of an academic curriculum the following three factors are required:

- Each student must be assigned to a faculty supervisor;
- Students must produce written reports for progress checks and grading purposes;
- An evaluation process must take place between the educational institution and the employer organization.

In addition to the above academic requirements, a Sauder MBA intern must adhere to the following:

- Professional conduct with the sponsoring organization and its clients;
- Due diligence on the project and assignments;



- Two submitted written reports: the interim report and the final report. Please note that the content of both the interim and final reports will vary depending on the nature of the internship.
- Submission of the 'Internship/Industry Project Summary' via the Historical Database on Connect by the indicated deadline date (September 9, 2013).

Student's Responsibilities

Reports

Individual internships are unique and the structure of the interim and final reports will vary. You should discuss the structure with your Faculty Supervisor. Below we list two possible alternative structures for both the Interim and Final reports. **Structure A** is suitable for internships requiring you to be involved in a number of different projects, perhaps working as part of a team. **Structure B** fits internships where the output is a report you produce for the employer, analyzing a particular business problem.

The Interim Report

Structure A:

The interim report should outline the structure of the final report and include whatever details are available at the time. It should be three-five pages. There is no grade assigned to the interim report, but it is a requirement for successful completion of your internship. The report is submitted to your faculty supervisor by a mutually agreed upon date. Your faculty supervisor will provide feedback on the interim report if they see weaknesses.

You need to include the following in the interim report:

1. An executive summary (two pages or less) that describes the internship project, the company, and your responsibilities and duties.
2. A statement of the prior academic learning that you have been able to apply at the internship site;
3. A statement of the academic learning that you have had through your internship;
4. A brief statement of any problems, concerns, or issues that you feel need to be raised to the attention of your faculty supervisor;
5. An overview of your final internship report and an overview of the structure you hope to follow, the issues you hope to raise and the way in which you will deal with these issues.

Structure B:

Consider the interim report to be an intermediate stage to producing the final report (see below). The interim report should briefly describe what you are doing in the internship and specify the analysis that you will deliver in the final report (this can be a "good" outline).

The interim report should be no longer than five pages in length, double-spaced and word-processed.

The Final Report

The final report is generally a ten to fifteen page, double-spaced typed report submitted to your Faculty Supervisor by a mutually agreed upon date. Confirm with your Faculty Supervisor on expectations and details of the final submission as each Career Track has specific preferences for the length of your final paper.

The Summary Submission for Online Database

A record of internship summaries is collected each year and offered to students to aid in their internship exploration. In addition to the Final Report, you must submit a summary of your experience outlining the project deliverable and a personal view of the overall internship. Feel free to summarize from your Interim report as well as adding personal reflections.



The guidelines for the final report include the following:

Structure A:

1. A brief executive summary that describes the duties, the company, and your responsibilities. Include contact information for your company supervisor, including name, phone number, address, and e-mail, if applicable;
2. A summary of one major project that you were responsible for. If you did not have one major project, include a description of the tasks, activities, and deliverables for which you were personally responsible.

Be clear to differentiate your role from the group if you are working within a group setting. You may include copies of deliverables you prepared as appendices to the report, if you feel they help in assessing your contribution or if they add clarification to the project (keep these to a minimum, however);

3. A statement of the prior academic learning that you have been able to apply at the internship site;
4. A statement of the academic learning that you received through your internship;
5. A brief statement of any problems, concerns, or issues that you feel need to be raised to the attention of your faculty supervisor.

Structure B:

In some cases, interns will analyze a business problem and provide the results of the analysis to the employer in the form of a written report. In these cases, the final report may be all or part of what you turn in to your employer. Discuss this with your faculty supervisor ahead of time to clarify his/her expectations.

While there are many forms the report may take, it is likely to have this basic structure:

1. Define a business problem;
2. Formulate different alternatives to “solve” the problem;
3. Recommend the best alternative.

We prefer shorter reports and encourage you to use appendices. However, if you are turning in something longer for your employer, this report may be accepted subject to the approval of the faculty supervisor.

Method of Assessment / Credits

Upon completion of the internship and submission of the required documents (final report, sponsor evaluation form and the ‘Internship/Entrepreneurial Project Summary’) an intern will receive 1.5 credits for successful completion of the internship. The intern’s final report will be evaluated by the faculty supervisor based on how effective the internship experience has been in assisting the intern in learning how theory can be put into practice, the quality of technical analysis in the report, the usefulness of the report to the sponsoring organization, and the overall quality of writing in the report. The company supervisor will complete and submit the sponsor evaluation form evaluating the student’s performance during the internship. This evaluation, combined with your final report & student summary submission on Connect, will be used by the faculty supervisor to assign a pass or fail grade.



Problems or Issues

Should you run across academic difficulties or problems during your internship, contact your faculty supervisor immediately. He/she will work with you to rectify the problem. Do not let a problem situation get worse -- get help! With non-academic issues contact the Business Career Centre for assistance as early as possible.

Entrepreneurial Project Guidelines (FT MBA Program)

As an alternative to MBA Internships, students can complete an Entrepreneurial Project. This option is ideal if you've opted for the Business Innovation career track. Students considering an Entrepreneurial project should contact their Business Innovation Track Champion to discuss their idea for the venture. The Entrepreneurial Project Agreement form (with faculty supervisor signature) must be returned to the Career Centre by June 17, 2013.

Purpose of the Entrepreneurial Project

The project provides students with the opportunity to explore and develop their own business venture alone or in groups of 2-4 under the supervision of a faculty supervisor. This is an applied option with the focus on doing. Specific deliverables will be negotiated with the faculty supervisor and might include writing a business plan, doing a feasibility study and or market analysis, or launching a prototype product/service. Possibly take the initial venture idea you work on during your Entrepreneurship Technology and Non-Technology modules - and apply your newfound knowledge, contacts and experience to drive it successfully from prototyping to launch. In the process, students will apply and leverage their academic learning from the program. It is the student's responsibility to propose the project, milestones and deliverables.

Role of the Supervisor

The Supervisor will help shape and steer the design of the summer experience. Together the student and supervisor should establish parameters on the scope of the project, expectations and timetable for completion of milestones. In order to design a successful experience, it is crucial that the student and supervisor have a clear understanding and agreement on the expectations and requirements of each.

Method of Assessment / Credits

Upon completion of the project and submission of the final Entrepreneurial project report to the faculty supervisor by the due date, a student's performance will be assessed on the overall quality of the report including academic analysis, research, overall quality of writing and any other expectations set by the supervisor at the outset of the project. A pass or fail grade worth 1.5 credits will be assigned. Students are also required to complete the 'Internship/ Entrepreneurial Project Summary' form in the Historical Database per student via Connect no later than September 9, 2013.

Problems or Issues

Should you run across academic difficulties or problems during your project, contact either your faculty supervisor or the Director of Academic Services in the MBA Office immediately. He/she will work with you to rectify the problem. Do not let a problem situation get worse -- get help!

Faculty Supervisor's Responsibilities

The faculty supervisor is expected to:

- Provide feedback to the student on the draft plan and deliverables for the Entrepreneurial Project;



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- Review and sign the *Entrepreneurial Project Agreement Form* filled out by the student (should be signed before student commences his/her project)
 - Provide interim feedback (based on the formal written interim submission required of all internships) and occasional guidance to the student through the duration of the project, based on requests from the student for advice
 - Evaluate the final report submitted by the student by the due date, complete the “Faculty Supervisor’s Student Performance Evaluation” (distributed by the MBAO in Sept), approve student project credit.
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