

COURSE INFORMATION

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Course Duration:

IPD Practice (Experiential Learning) takes place from May 5th to Aug 29th, 2014, with flexibility in that window to fulfill requirements. Additionally, students are expected to make efforts to secure their Experiential Learning Activity (internship or project) prior to and including the beginning of the period. For internships, the expectation is to work with one sponsoring organization in a full-time position, consecutive in length for a minimum of eight weeks though it may run through the full time period above.

BRIEF COURSE DESCRIPTION

IPD Practice is a key component of the UBC MBA. It provides valuable opportunities to apply your prior academic learning in a business setting.

Internship: The internship option provides students with the opportunity to gain work experience, often in a new area and apply their learning and skills to real life business problems. MBA summer interns obtain their internships by competing for posted internship opportunities at partner companies and other organizations and by marketing themselves in their target market to uncover internship opportunities. You could be hired for a variety of project types and industries such as consulting, financial analysis, marketing, new market exploration/feasibility studies, sustainability, and operational/process analysis.

Entrepreneurial Project: Thinking of developing a new service or product, or want to partner with someone who does? This option gives you an opportunity to work on your own specific business idea, driving it forward by developing a business plan or feasibility study or working on the actual implementation of a start-up. Tap into UBC-wide resources for mentoring and support. You'll not only be connecting with a burgeoning network of like-minded people from other faculties, but also the flourishing entrepreneurship culture of the West Coast.

Course structure and objectives

Course structure: Students can elect to choose from an internship or entrepreneurial project, both of which are the responsibility of the student to identify and secure.

Internships: Students work for an internship sponsor (employer) for a minimum of 8 weeks full-time on a pre-agreed upon project or work plan. As an employment relationship, the employer and student will agree at the start of the internship on expectations about deliverables within the internship time period.

Projects: Projects are self-directed, and faculty supervisor-approved focused on a specific entrepreneurial venture or market opportunity exploration. This option is ideal if you've opted for

the Business Innovation career track (although not limited to this 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 13, 2014.

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. 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.

Students may, as a fallback option when not able to secure an internship and where an entrepreneurial project is not relevant, pursue an industry project – practical, self-directed research on a market opportunity of interest to the student. This option is subject to approval by the BCC and faculty supervisor.

Course objectives. Provides students with an experiential learning opportunity by applying their academic learning to live business settings.

ASSESSMENT

Student's Responsibilities

Internships: The company supervisor will complete and submit the sponsor evaluation form evaluating the student's performance during the internship. Upon completion of the internship including a satisfactory report from the employer and timely submission/delivery of the requirements listed below, an intern will receive 1.5 credits for successful completion of the internship. A pass or fail grade worth 1.5 credits will be assigned upon timely completion of all of the following:

- Internship Agreement (to set-up internship between student, employer, faculty)
- Interim Report (2-3 pages) to Faculty Supervisor to include:
 - Summary of the internship project
 - A statement of what you are learning and how you are applying your MBA learning on the job
 - A brief statement of any problems, concerns, or issues that you feel need to be raised to the attention of your faculty supervisor
- Sponsor Evaluation Form (end of Internship)
- Complete Internship/Entrepreneurial Project Summary in the Historical Database no later than September 12, 2014
- Final Report (10-15 pages) delivered to Faculty Supervisor by September 12, 2014

Please note: The above requirements refer only to the Academic requirements of the internship. As you will be in an employment relationship during your internship, you will likely be required to produce deliverables like reports or presentations for your employer.

Projects: A pass or fail grade worth 1.5 credits will be assigned upon timely completion of all of the following:

- Submit Entrepreneurial Project Agreement form (set outline for work with Faculty Supervisor)
- Interim Report (2-page) or Meeting with Faculty Supervisor

- Final Report (10-15 pages) delivered to Faculty Supervisor
- Complete the Internship/Entrepreneurial Project Summary in the Historical Database no later than September 12, 2014

Securing Faculty Supervision

Students working on an internship or project 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

Internships: 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 / intervene (if applicable) on the submitted Interim Report
- Evaluate the final report 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.

Projects: The Faculty Supervisor is expected to:

- Assist the student in articulating and scoping the plan and deliverables for the Entrepreneurial/Industry Project;
- Review and sign the *Entrepreneurial Project Agreement Form* filled out by the student (should be signed before student commences his/her project)
- Review and comment, or meet with student for Interim Report
- Evaluate the final report delivered by the student by the due date, complete the "Faculty Supervisor's Student Performance Evaluation" (distributed by the MBO in Sept), approve student project credit.

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.

Additional Information on Securing Internships

In order to ensure a successful summer, 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, inform the Business Career Centre 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.
- **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 13, 2014. 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 employers require confidentiality of the materials from the project. Should this be the case for you, request your faculty supervisor to return the

interim report and final presentation 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 12, 2014.