

**Georgetown University**

**Internship in Business**

**Management 310-01  
3 Credits**

**Registration**

**Deadline: 6/01/23**

**5 Weekly Memos Posted**

**Final Paper: 8/11/23**

**Letter of Support: 8/15/23**

**SUMMER 2023**

**Program Coordinator:**

**DO NOT USE MAIL**

**Thomas Barry Cooke  
Distinguished Teaching Professor  
The McDonough School of Business  
Georgetown University  
Washington, DC 2005**

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**Course Description:**

*The Internship in Business course permits MSB students to gain practical work experience in the business environment. Students select a specific area within the field of business and explore it in greater depth outside the normal classroom situation. The purpose of the internship is to provide the student with an understanding of how a business actually operates and how theories learned in school are applied in the real world of business.*

*The internship work may be conducted within or outside the United States. There are examples of where a student studying outside the U.S. (academic year and/or during the summer session) has participated in an internship experience. In one case, the internship was part of a course taken in another country.*

*The internship course is a three-credit honors course available to MSB juniors and seniors with a minimum QPI of 3.00. Approved internships must be in the field of business and must provide a significant learning experience for the student. The internship position may be with or without compensation.*

*The Management 310 course requires that the student work a total of 120 hours during the semester.*

## **Enrollment:**

**Interested candidates must meet with and obtain approval from Professor Cooke and the MSB Undergraduate Dean's Office.**

**Zoom Meetings are scheduled.**

## **Requirements:**

- Internship approved by Professor Thomas Cooke.**
- Junior or Senior standing as of June 2023.**
- Approval from the MSB Undergraduate Dean's Office.**
- REGISTRATION DEADLINE FOR THE SUMMER 2022 IS June 1, 2023.**
- Undergraduate QPI of 3.0 or better.**
- Student agrees to program terms/requirements.**
- Official registration with the University.**
- Meetings with Professor Cooke during the term as needed or directed. Other than the initial interview, summer face-to-face meetings are not required.**
- Regular reports to Professor Cooke as instructed on Canvas under Assignments.**
  - See section on grading below.**
- Final Reflections Paper (7-10 pages) describing the internship experience and how the experience has contributed to your undergraduate business education.**
- Letter of Support from a supervisor.**

## **Grading:**

Initial interview (ZOOM) with Professor Cooke: March-May  
(10 points)

Memo 1: June 9, 2023, 6 PM EST – after initial meeting with  
Prof. Cooke. One week after starting the internship. (20  
points)

- Label this as Memo 1 (see instructions below)

5-Weekly Memos. Each Memo should be dated and  
numbered in sequence. The Memos can be sent for 5  
consecutive weeks OR spread out over the length of the  
internship. The weekly Memos are a 3-5 page review of the  
past week's work.

### **Memo 1** contents:

1. Your name
2. Major
3. Graduation Year
4. GPA
5. Internship, company name and location
6. Hours devoted to Internship
7. Paid or Unpaid
8. Supervisor (this may change over the course of the  
Internship)
9. A general description of the scope of the internship  
engagement/work.

## **Memos 2,3 4, and 5**

2-3 Update on the internship experience

Memo 2: June 16, 2023, 6 pm EST

Memo 3: June 30, 2023, 6 pm, EST

Memo 4: July 14, 2023, 6 pm, EST

Memo 5: July 28, 2023, 6 pm, EST

**The Final Reflections Paper (60 points) will be graded on the basis of:**

- **Content**
- **Writing Style [Memo format please]**
- **Timeliness**
  
- **Final Paper Due Date is: Friday, August 11, 2023 by 6 PM, EST.**

**\*by e-mail and by CANVAS. Posting to CANVAS is an important backup..**

**Letter from employer/supervisor** (10 points)

**At the conclusion of your internship, please request a letter of recommendation from your company's internship supervisor.**

**There is no required length to this letter.**

**What I am looking for here is a statement regarding the number of hours that you worked and comments regarding your performance.**

**Please arrange to have the letter sent to Professor Cooke by Monday, August 14, 2023.**

**Thank-You Letters**

**Please send thank-you notes to those individuals that assisted you with your internship learning experience. Not only is this a nice idea - it makes good business sense ... you never know who you may call on in the future for some type of assistance or business opportunity. There is no need to copy Professor Cooke on any thank you letters that you send.**

**\*Canvas**

**Please check in on the Canvas site for any special announcements and final grades.**

**Updated: 1 February 2023**

**End**