

BRANDEIS UNIVERSITY
THE HELLER SCHOOL FOR SOCIAL POLICY AND MANAGEMENT

HS...231a 4 credits
HS 231f 2 credits
MBA Internship
Fall 2008, Spring 2009, Summer 2009

Faculty Internship Advisor: To be chosen by student
Client Liaison: To be determined by client organization

Course Description: The MBA Internship is a 4-credit or 2-credit elective course that provides an opportunity for MBA students to carry out a formal internship with a client organization under the supervision of a faculty advisor. The MBA Internship allows students to apply principles from the MBA curriculum for a client organization. This client organization may have been the client for the student's Team Consulting Project or may be a potential employer for the student. Along with the MBA Capstone and Team Consulting Project, the MBA Internship serves as a transition point for students from education to professional practice. *As such, students must have completed two full semesters of MBA coursework (at least 32 credits) before taking this internship.*

Course Requirements: Students must identify a client organization and map out a scope of work that allows the student to apply principles from the MBA curriculum to accomplish a project of interest to the student and the client. The scope of work must include background readings related to the MBA curriculum that are relevant to accomplishing the scope of work.

Students must identify a faculty member with appropriate qualifications who agrees to serve as an advisor for the internship. The student, client liaison and faculty internship advisor must sign an agreement including the scope of work, background readings and the expectations regarding deliverables, then request approval from the MBA Program Director, then deliver it to the Registrar to formally register for the course. The faculty internship advisor will meet with the student periodically, review the deliverables and assign a grade at the time of completion.

The time requirements for the internship are expected to be equivalent to the time requirements for a 4-credit course (100 hours), or a 2-credit course (50 hours). The internship can be unpaid or paid. The internship can count as a concentration elective if the content is geared toward management issues in the student's concentration, with the permission of the concentration chair. The internship can also count as a general management elective toward the requirements for the MBA degree.

Academic Integrity: Academic integrity is central to the mission of educational excellence at Brandeis University. Each student is expected to turn in work completed independently, except when assignments specifically authorize collaborative effort. It is not acceptable to use the words or ideas of another person – be it a world-class philosopher or your lab partner – without proper acknowledgement of that source. This means that you must use footnotes and quotation marks to indicate the source of any phrases, sentences, paragraphs or ideas found in published

volumes, on the Internet, or created by another student. Violations of University policies on academic integrity, described in Section 3 of *Rights and Responsibilities*, may result in failure in the course or on the assignment, and could end in suspension from the University. If you are in doubt about the instructions for any assignment in this course, you must ask for clarification.