Work in the Global Business Environment:
Internship and Seminar

BUS 89a
Fall 2019

Time: Wednesday 6:30 PM - 07:50 PM
(Please keep all Wednesday open for potential class meeting changes)

Place: Mandel

Professor Detlev Suderow
Contact Information:
Suderow@brandeis.edu

Office Hours:
• By e-mail appointment.
• 4:00 – 6:00 PM prior to each class.

Overview
Students in the Business Programs (BUS), and Economics who want to earn academic-year credit for an internship enroll in this seminar. The seminar is designed to supplement the internship experience by helping students clarify career options and preferences, explore and analyze how organizations function and share in and learn from the experiences of other students doing internships.

BUS 89a Learning Goals:
• Students will reflect on their work experience by integrating the theory of business with the practice of business they experienced.
• Students will improve their potential for future success in a career by examining their experience and learning from their successes and failures.
• Students will examine their skills in managing themselves, understanding their bosses, and delivering their responsibilities through a work team.
• Students will declare that they are better prepared for their next work experience because of their ability to examine their work environment and the fit with their own work styles.

Requirements:
1. Internship. Students are expected to complete at least 100 hours at an internship in accordance with the guidelines for internships set out by the UCC. A report of satisfactory performance from the on-site supervisor is required for course credit.
2. Assigned readings. Assignments and readings must be completed in advance for each topic as a basis for seminar discussion.
3. **A structured journal** documenting the internship and addressing certain broad questions in the area of career planning must be kept by all participants. Journal entries will be collected at the end of the course.

4. **Written team reports** (5 pages) and a 10 – 15 minute presentation are assigned for each class. Each student will be assigned to a team and participate in writing one report per semester. Specific questions will be addressed and explained for each set of reading assignments.
   - Discuss the internship placement and experience of each team member.
   - Discuss the reading material.
   - Link your internship experience to the reading topic.

5. **A research paper** (about 10 pages). Each student will submit a final report on a topic to be selected with the permission of the instructor. The paper is due on the last day of class. This paper can be an elaboration on one of the themes discussed in the class or on another subject related to the experiences of your internship. We will discuss these assignments further.

6. Success in this four-credit course is based on the expectation that students will spend a minimum of 9 hours of study time per week in preparation for class (Internship readings, papers, discussion sections, preparation for exams, research, etc.).

**Grading:**

1. **Class Participation** = 40% of the final grade. This includes attendance, active participation in discussions and constructive interaction with your classmates. I will also review the supervisor’s evaluation of your internship experience and the quality of your journal.

2. **Written Team Reports** = 20% of the final grade.

3. **Research Report** = 40% of the final grade.

**Academic honesty:** You are expected to be honest in all of your academic work. Please consult Brandeis University Rights and Responsibilities for all policies and procedures related to academic integrity. Students may be required to submit work to TurnItIn.com software to verify originality. Allegations of alleged academic dishonesty will be forwarded to the Director of Academic Integrity. Sanctions for academic dishonesty can include failing grades and/or suspension from the university. Citation and research assistance can be found at LTS - Library guides.

**Attendance and Participation**

Class attendance is required. Failure to attend classes will result in a reduction in the final grade. There will be assignments for each class and every student is expected to come prepared to discuss them in detail. **Students are expected to place name cards at their seat at every session.** The expectations for class participation will be discussed in some detail at the first meeting of the course.

**BUS 89a:** The class will be conducted as a" laboratory” of a workplace such as you will likely encounter in your career. You will learn what it takes to be successful in the workplace.
What does this mean? While this will be explained in greater detail in the first meeting of the course, in general the following principles will apply:

1. In the private sector, performance evaluations generally consider two primary points of performance: **Production and Participation**.
2. You will be given specific tasks or projects to complete (**production**). You will have to figure out how to complete a “product” that clearly meets or exceeds the expectations of the assignments.
3. You will be evaluated on your performance within the work team (**participation**). It is your job to figure out how to work in a team with a collaborative attitude and be seen as a valuable co-worker. How does perception become reality?
4. Doing a good job is never enough. You need to be sure that your boss knows that you are doing the job and making a contribution.

**COURSE REQUIREMENTS**

**Required Reading:**

1. A custom collection of Harvard Business Review (HBR) articles and cases. Harvard Business School (HBS) and HBR cases and articles are available on-line at this link: [https://hbsp.harvard.edu](https://hbsp.harvard.edu)

**Academic Honesty:**
You are expected to be honest in all of your academic work. Instances of alleged dishonesty will be forwarded to the Office of Campus Life for possible referral to the Student Judicial System. Potential sanctions include failure in the course and suspension from the University. For the University policy on academic honesty, please see section 5 of the Rights and Responsibilities Handbook.

**Disabilities**
Brandeis seeks to welcome and include all students. If you are a student who needs accommodations as outlined in an accommodations letter, please talk with me and present your letter of accommodation as soon as you can. I want to support you. In order to provide test accommodations, I need the letter more than 48 hours in advance. I want to provide your accommodations, but cannot do so retroactively. If you have questions about documenting a disability or requesting accommodations, please contact Student Accessibility Support (SAS) at 781-736-3470 or access@brandeis.edu.”
# Fall 2019 Schedule of Classes and Reading

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<tr>
<th>Meetings Schedule</th>
<th>Topics</th>
<th>Required Readings</th>
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<tr>
<td><strong>Wed. Sept. 4</strong></td>
<td><em>Organizational Meeting:</em> General discussion of your summer internship or your current semester internship placement.</td>
<td><em>HBS article:</em> 1. Herminnia Ibarra and Kent Lineback: “What is your Story?” 2. Bring a HC of your current resume</td>
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<td><strong>Wed. Oct. 2</strong></td>
<td><em>You and your boss</em></td>
<td><em>HBR articles:</em> 1. Peter Drucker “Managing Oneself” 2. John Gadara and John P. Kotter “Managing Your Boss”</td>
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<td><strong>Wed. Dec. 4</strong></td>
<td>Summing up and Tying Up: Open ended Questions and Answers on any issue in the World of Work</td>
<td><strong>Due Date for Final Reports</strong> <em>(Electronic files only)</em>  - Journal  - Research Report <em>(hard copy only)</em>  - Student Evaluation  - Supervisor’s Evaluation</td>
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