Course Syllabus – BA 4371 Non-Profit Internship

Professor: Dr. Sharynn Tomlin

Contact Information

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Course Information

Course Name: Non-Profit Internship

Section: Section 010

Description: This is a senior non-profit internship developed to allow students to participate in a structured work experience at

the management trainee level. Prerequisite: senior standing, and completion of all core courses.

Attendance Policy

Attendance is essential as an intern working in a business or division. Absences greater than two are considered excessive and could be reflected in your final grade and performance report provided. Excessive absences are reported to the Office of Financial Aid for federal funding purposes.

Grading Policy

A pass or fail grade will be assigned by the instructor based on the performance evaluation completed by the employer, weekly journals of the work experience and a strategic analysis of the non-profit business or division.

Course Objectives

- 1. Explain special strategic issues associated with non-profit, not-for-profit, and public sector organizations.
- 2. Demonstrate analytical thinking, critical analysis, problem solving, use of technology and use of current information resources in the research and preparation of a professional project
- 3. Connect knowledge from my own study, field, or academic discipline to civic knowledge and responsibility and to articulate what I have learned as result of engagement with the campus, regional, national, and/or global communities.
- 4. Receive a positive performance evaluation from the internship sponsor.

Course Philosophy and Additional Skills Developed: This internship is designed to provide students with the opportunity to work in a real world work environment. Research has established that providing internship opportunities usually improves the overall learning a student takes away from their university experience. Furthermore, the skills outlined below are critical to developing a desire for life-long learning required to succeed in your career of choice. Therefore, the following ground rules are applied to the course:

- 1. Active participation Students will actively participate in the internship experience as outlined by the instructor. Attendance is not only expected, but imperative. A portion of your course grade will be dependent upon your active involvement in the internship assignment.
- 2. Cooperation and Mutual Respect As leaders, we must learn to create an atmosphere of trust in our work teams. This means appreciating the unique set of experiences, beliefs and values each member brings to class. Another important element of trust and respect is listening. Good leaders are notable for the ability to listen to others and ask meaningful questions. Respectful turn-taking in both sharing and listening is expected.
- 3. Creativity You will be challenged to create new thought. When we think through something for the first time, we are creating our logic, purposes and reasons for thinking. We are making new assumptions. We are forming new concepts. We are asking new questions. We are making new inferences. We are working out a problem in a direction that is new to us.
- 4. Problem-solving You will be required to not only identify problems but also to generate solutions and make recommendations based on a logical and thorough analysis of the alternatives.
- 5. Individual accountability All students will be held responsible for their own learning as well as the learning within their individual project teams

Office Hours

Day and Time: Monday and Wednesday from 11:00:AM to 12:00:PM; 2:00 – 3:00PM

Location: Rass 241

Day and Time: Tue and Thur. from 10:00 – 12:00; 1:30 – 3:30

Location: Office Annex