

**INTERNSHIP PROJECT HANDBOOK
SCHOOL OF BUSINESS AND MANAGEMENT**

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2017**

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Introduction:

The National University School of Business and Management (SOBM) Internship program is created in order to provide an opportunity for students enrolled in the School of Business and Management to work, for a specified duration, in private, public or non-profit organizations while being tutored by the University faculty in a formal arrangement with such organizations.

Note that the following criteria apply to each internship:

1. A student's current position does not qualify as an internship.
2. A self-owned company does not qualify as an internship.
3. A student cannot intern at a company owned by a relative.
4. A student cannot intern at a company that is operating from a home or a home office.
5. A company must have a minimum of five employees to qualify for providing internships.

Objectives:

The general objective of this Internship Program is to allow students to apply their knowledge and skills in a real-world work environment to significant issues and problems within real organizations. It is also designed to offer them an arena in which to expand and enhance their skills and knowledge in areas of their professional concentration. It is hoped that students will utilize this opportunity to further elucidate and refine their career objectives and direction. An internship should also help students gain experience and establish networks. Experience has shown that internships often help students find employment after graduation, however, there can be no guarantees that this will happen.

Intern Protocol and Conduct

An intern holds an unofficial status at the host company, and there are no rights or privileges associated with this status. For a successful internship for both the student and the company, the following guidelines are suggested:

Students may have access to confidential and proprietary information regarding company sales, revenues, and technology. It is critical to maintain confidentiality and not disclose any sensitive information to anyone without company approval.

Obtain company guidelines (on hours, dress code, rules of conduct, and use of company resources, phone usage, e-mail, duplicating equipment, fax, office supplies), and follow them.

No harassment of any kind is tolerated. Even non-paid interns are bound by federal and state laws regarding the harassment of employees, vendors, customers, or anyone the student comes in contact with as a result of their affiliation with the company.

There are many situations, which may not be covered by a formal policy or procedure. When in doubt, ask! Students are instructed to refer all questions and concerns to their immediate supervisor. The Faculty Advisor is also a resource for the student.

Be courteous, cooperative, and professional in all interactions at the host company

Memorandum of Agreement with Client Organization (Must be submitted with Internship Position Description form)

This Agreement is entered into as of the last date on page five by and between National University, a California non-profit public benefit corporation (the “University”) and [name of company]_____, a business entity (the “Company”), with reference to the following facts:

Article 1

Recitals

1.1 The University is an institution of higher education accredited by the Western Association of Schools and Colleges. The University offers programs in business, technology, and other disciplines through its School of Business and Management, including a program leading to a Master in Business Administration.

1.2 The Company is engaged in a business that will provide valuable experience to the University’s students enrolled in programs offered by the School of Business and Management.

1.3 The University desires that the Company provide students enrolled in the program or other programs in business and related disciplines the opportunity to obtain experience as interns. The Company agrees to accept such students as interns on the terms and conditions specified in this Agreement.

Article 2

Internship Placement

2.1 Acceptance of Interns: The Company shall accept qualified students as interns for the purpose of providing them experience in business or other disciplines, including conducting any research authorized by the Company. The internships will be served at the Company’s facility under the supervision of Company employees. The University and the Company from time to time shall agree as to the number of students assigned to the Company as interns.

2.2 Coordinators: Each party shall designate from time to time a coordinator to coordinate with the other party regarding all activities contemplated under this Agreement. The University hereby appoints as its coordinator Ronald Uhlig, Dean, School of Business and Management. The Company hereby appoints as its coordinator [name], [title]. Either party may appoint different or additional coordinators by giving Notice to the other party.

2.3 Standards of Conduct

2.3.1 The University and the Company agree that all students assigned to the Company will adhere to all the rules, regulations, and standards applicable to the University and the Company, including rules of ethical and professional conduct as set forth in the University’s catalog and the written policies, procedures, standards of care of both the University and the Company.

2.3.2 The Company has the right to require the University to withdraw any student in circumstances where:

- The Student’s achievement, competence, progress, adjustment, or health does not warrant continuation at the Company; or,
- The student’s behavior fails to conform with the applicable regulations of the Company; and,

Initials: University

Initials: Company

- The Company provides the student with notice of the problem and an opportunity for the student individually to be heard before a final decision is made.

2.3.3 The Company, in any event, reserves the right to exclude from its premises any student whose conduct or state of health is deemed detrimental to the proper administration of the Company, provided the Company consults with and advises the University coordinator prior to such exclusion.

Article 3

Other Terms and Conditions

3.1 Term: This agreement shall commence as of the date hereof and shall continue until such time as either party gives the other party written notice of its intent to terminate the Agreement. The termination of the Agreement shall be effective upon the date specified in such written notice.

3.2 Arbitration: Any dispute arising under or relating to this Agreement shall be referred to binding arbitration under the rules of the Commercial Arbitration Rules of the American Arbitration Association. NOTICE: BY INITIALING IN THE SPACE BELOW, YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR BY JURY TRIAL. BY INITIALING IN THE SPACE BELOW, YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY. THE PARTIES HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION TO NEUTRAL ARBITRATION.

3.3 Indemnity: The University shall not be liable or responsible for and the Company agrees and shall hold the University free and harmless from loss or liability (including attorney and expert fees and costs) from any accident, loss, injury (including death) or damages, happening or occurring during the term of this Agreement to persons and/or property (caused in whole or in part) by the negligence or willful misconduct of the Company irrespective of whether the University may have been partly or wholly negligent with respect to such accident, loss, injury, or damage. The Company hereby agrees to fully indemnify and protect the University from and against same. In addition to the liability imposed by law upon the Company for damage or injury (including death) to persons or property by reasons of negligence of the Company or their agents servants, or employees, which liability is not impaired or otherwise affected hereby, the Company hereby assumes liability for and agree to hold the University harmless and indemnify the University from any expenses liability, or payment by reason of any damage or injury (including death) to persons or property suffered through any negligent and/or intentional act or omission of the Company's subcontractor or anyone directly or indirectly employed by the Company or its subcontractors.

Initials: University

Initials: Company

3.4 Copyright: The University and the company shall each retain ownership of all rights whatsoever in their respective organizations, including all reproductions, corrections, modifications, enhancements and improvements thereof. All such items are exclusive and proprietary property of each respective institution. Title and full ownership rights in all University programs and all reproductions, corrections, modifications, enhancements and improvements, and all related patent rights, copyrights, trade secrets, trademarks, service marks, related goodwill and The University's intellectual property are reserved to and shall remain proprietary to the University. Title and full ownership rights in all the Company's programs and all reproductions, corrections, modifications, enhancements, and improvements, and all related patent rights, copyrights, trade secrets, trademarks, service marks, related goodwill and the Company's intellectual property are reserved to and shall remain proprietary to the Company. Each party will use its best efforts to prevent any violation of the others intellectual property and copyrights. Each party would not remove or destroy any copyright, trade secret, proprietary or confidential legends or markings of each other placed upon or contained or embedded within any licensed products and/or related materials. Each party represents and warrants that in connection with the affiliation with each other, the University and the Company will not infringe any patent, copyright, trademark or trade secret or other proprietary right of any person.

Article 4

Compliance with Laws

4.1 Discrimination: During the performance of this Agreement, neither the University nor the Company shall deny any of the benefits under this Agreement to any person on the basis of religion, color, ethnic group identification, sex, sexual orientation, age, physical, or mental disability, nor shall the Company or the University discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical or mental disability, marital status, age, sex or sexual orientation.

4.2 Drug-Free Workplace: The Company and the University shall each certify that it is a drug-free workplace and shall provide a written statement to the other containing such certification.

4.3 Compliance with Laws: Each party agrees to certify to the other party that it is in compliance with all applicable laws within ten (10) days after receiving Notice by the other party requesting such certification.

Article 5

General Provisions

5.1 Notice: All notices, demands, or other communications given under this Agreement shall be in writing and shall be deemed to have been duly given as of the second business day after mailing by United States mail, postage pre-paid addressed to the addresses designated below, or to such other address or to such other person as any party hereto shall designate to the other for such purposes in the manner herein above set forth. Personal delivery of such notice, demand, or communication may also be made to the above-described addressees and shall be deemed given as of the date of such delivery.

5.2 Integration Clause: This Agreement contains the entire agreement between the parties relating to the transactions contemplated hereby and all prior or contemporaneous agreements, understandings, representations, and statement, whether oral or written, are merged herein. No

Initials: University

Initials: Company

modification, waiver, amendment, discharge, or change to the Agreement shall be valid unless the same is in writing and signed by the party against which the enforcement of such modification, waiver, amendment, discharge, or change is or may be sought.

5.3 Independent Contractor: Both the University and the Company are, for the purpose of this Agreement, independent contractors and nothing in his Agreement should be construed as creating a partnership or joint venture.

General Provisions: This Agreement (i) shall be binding upon and inure to the benefit and be enforceable by the parties hereto and their respective legal representatives, successors, or assigns, (ii) may be executed in any number of counterparts, each of which may be deemed an original, but all of which together shall constitute one and the same instrument, (iii) shall be construed and enforced in accordance with the laws of the State of California, and (iv) has been executed as San Diego, California as of the last date set forth below.

National University, a California Non-profit, Public Benefit Corporation

Signature: _____

By: Dr. Alfred Ntoko
Dean, School of Business and Management
11255 North Torrey Pines Rd.
San Diego, CA 92037
Telephone: (858) 642-8401

Facsimile: 858-642-8740

Company[insert name]_____

By: [Print name]_____

Position:

Address:

Telephone:

Facsimile:

EMPLOYER'S RESPONSIBILITIES TOWARD INTERN

The following are the generally expected responsibilities of client organizations:

- A. Employer Sets Qualification Requirements.
- B. Specific Responsibilities of the Sponsor
 - Meet with the intern to discuss a work schedule.
 - Assist the intern in developing a realistic learning plan.
 - Provide intern with an orientation to the sponsor's organization, including office policies and procedures.
 - Provide training, supervision, and feedback to the intern.
 - Establish clear expectations for the quality of completed work.
 - Provide clear instruction for completing assigned tasks.
 - Provide adequate working space for the intern.
 - Provide the intern with reasonable access to the resources within the sponsor's organization as are needed to complete assignments.
- C. Evaluation of Intern
 - Completion and submitting of required report forms to the NU in the envelope provided. During the course of the eight-week internship two evaluation forms will be sent to the employer.

Note to student: Two evaluations of your performance are to be completed by your supervisors. The first is due after the first four weeks, and the second is due during the last week of your internship. Your supervisors will be provided with the necessary forms and will be notified of specific due dates. In your packet, there is a copy of the form which your supervisors will use. Review it so that you will be aware of

**NATIONAL UNIVERSITY
INTERNSHIP POSITION DESCRIPTION**

Company/Firm Name: _____

Address: _____ Phone: _____

Brief description of the company/firm:

Type of intern the firm is interested in hiring: Accounting __ Management __ Finance
__Marketing __ Human Resources Management, Others (specify) _____

Division/department: _____ Salary/Pay Rate (optional): _____

Intern will report to: _____ Title: _____

Outcomes and responsibilities:

1. Briefly describe the learning outcomes of the internship:
 2. List the major tasks, responsibilities, projects, decisions, reports, etc. of this internship position:
 3. Training provided: include a breakdown of the amount of time will be spent in classroom, research, and/or on the job:
 4. Specific requirements or skills desired:
 5. Evaluation process: (other than as required by National University)
-

Approved by:

Student: _____ Date: _____

Employer: _____ Date: _____

Faculty Advisor: _____ Date: _____

**NATIONAL UNIVERSITY
SCHOOL OF BUSINESS AND MANAGEMENT**

STUDENT/ INTERN INFORMATION

Student's Name: and ID #: _____

Address: _____

INTERNSHIP INFORMATION

Employer: _____

Supervisor's name & title: _____

Address: _____

Work Phone: _____ FAX # _____

E-Mail: _____

Part-time, average hrs/wk: _____ Full-time

**ACADEMIC INTERNSHIP
RELEASE OF LIABILITY, PROMISE NOT TO SUE, AND ASSUMPTION OF RISK**

Academic Internship Course (Course Name/Number & Instructor): _____

Description of Academic Internship: _____

Academic Internship Date(s) and Time(s): _____

Academic Internship Site(s): _____

In consideration for being allowed to participate in this Academic Internship (Activity), on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** National University Trustees; National University; and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, **including travel to, from and during the Activity.**

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity.

NATIONAL UNIVERSITY
SCHOOL OF BUSINESS AND MANAGEMENT
GENERAL RESPONSIBILITIES OF STUDENTS DURING THE INTERNSHIP

Students participating in the Internship Program are expected to fulfill these general responsibilities faithfully and in a timely manner:

1. Bi-weekly Activity reports
2. Final activity report
3. Short research paper
4. Oral presentation on work experience (this can be done over the phone. Also it is up to the Faculty Advisor to determine if the intern needs to make an oral presentation)
5. Intern's evaluation of the internship

More detailed description of these responsibilities and the appropriate forms are presented in the following pages.

Item 1: Bi-weekly Activity reports

To National University (faculty Advisor)

BI-WEEKLY REPORT

The bi-weekly report **must be legible** and contain the following sections:

Bi-weekly Activity Report No. _____ Name

Report for 2 week period ending

Name of your firm:

Your office phone: Email:

Supervisor's name & title:

Supervisor's phone: Email:

1. Briefly note the nature of your assignment, such as: Finance, Marketing, Personnel, Consulting, Forecasting, International business, etc.
2. Indicate in reasonable detail the type of work you performed & also indicate the purpose of any procedures followed, such as: Interns should highlight in their reports any application of marketing, financial management, quantitative analysis, accounting, ethical practice concerns, etc. that is observed. Keep a type of diary which can serve as a reminder to you of the type of work you performed during a given time period.
3. Indicate what you **learned** from the week's experience. Also, indicate how what you learned is related to your course work at NU: Finance, Marketing, Management Theory, Accounting, Business Ethics, etc. Do not restrict your comments to learning about your academic major. You may have learned something about accounting systems, human relations, business policies, computers, your career goal, or even office politics.
4. List any problems or difficulties you encountered, how you resolved it, and suggested solutions.
5. Are there any problems requiring assistance?
6. Other relevant comments.
7. Number of working hours.

Approved and Signed by:

Student: _____ Date: _____

Item 2: Final activity report

TO NATIONAL UNIVERSITY (FACULTY ADVISOR)

WRITTEN FINAL REPORT RELATING TO WORK EXPERIENCES

The final report should address the following issues:

1. Discuss nature of firm at which intern is employed.
2. General description of work performed on internship (Go into some detail and explain technical terms if used).
3. Is the work experience anything like intern expected? Why or why not?
4. In what way did school work at National University prepare intern for internship?
5. How could the intern have better prepared himself/herself for the internship?
6. What did the intern most enjoy about the internship from a professional point of view and from a personal point of view?
7. What did the intern find most difficult about the internship from a professional point of view and from a personal point of view?
8. What type of person (aggressive, laid-back, etc.) would fit in well with the intern's firm?
9. Would the intern want a permanent position with his/her firm? Why or why not.

Item 3: Short Research Paper (10-15 pages):

To National University (faculty Advisor)

You are expected to write a short research paper related to a current development within your profession or a current development which will affect your profession.

In your paper, you are expected to demonstrate that you keep abreast of developments affecting your profession and the aspects of the firm by which you are employed. Sources for learning about current developments include but are not limited to: Best of Business, Business Week, California Management Review, California Real Estate Report, The Economist, Entrepreneurship Theory and Practice, Federal Reserve Bank, Journal of Marketing, Journal of Small Business Management, Marketing Insight, National Business, Harvard Business Review, Sloan Management Review, Forbes, and The Wall Street Journal. This report is due in the advisor's office on the Wednesday of the eight week of your internship.

The report should contain the following information:

Current Development Report No. _____ Name _____

1. List the development and briefly describe or define (if any), i.e., Management theory, marketing techniques, financial instruments, etc. Note the source and the date of your information (APA style).
2. Discuss the significant aspects of the development (one of two type pages approximately)
3. Discuss any expected or actual specific impact of the development on the firm with whom you are interning. The development does not have to specifically impact your firm. If not specifically applicable to your firm, discuss its applicability to business generally and to specific types of firms other than your own (one to two typed pages approximately).

To National University (faculty Advisor) :

Item 4: Intern's Evaluation of the Internship:

You must prepare an evaluation of your experience at the conclusion of your internship. This report is your last report and is prepared for the benefit of the participating firms, the School of Business and

Management, and the internship advisor. The report should be two to four (maximum) pages, typed and double-spaced. It must be well-written and well-organized. You are encouraged to offer constructive criticism to the firm and to National University. Your evaluation should address the following points and should use side-headings listing each point:

- What the internship did for you as a student.
- How National University could improve the internship.
- What the participating firm did well.
- How the participating firm could improve the internship.

You must submit three copies of the report: one to be sent to the firm by the internship advisor, one to be retained for National University, and one to be returned to with comments and grading. **The three copies of your evaluation are due in the internship advisor's office no later than the Wednesday following the last day of your internship. DO NOT SUBMIT** the evaluation directly to the firm. The internship advisor will send the report to the firm. The proper layout of the cover sheet to be used for this report follows: It should be centered horizontally and vertically.

Evaluation on the Management Internship at

(Insert name of the firm)

Date: MM/DD/YY

Prepared by:

(Insert your name)

(Insert date prepared)

**NATIONAL UNIVERSITY
SCHOOL OF BUSINESS AND MANAGEMENT**

INTERNSHIP PROGRAM

FIRM INTERN EVALUATION

STUDENT INTERN _____

FIRM NAME _____
ADDRESS _____
PHONE _____ **E-Mail** _____
CONTACT TITLE _____ **TITLE** _____

Please complete the following performance evaluation of the above named student intern using the following scales:

4 = outstanding 3 = above average 2 = average 1 = below average

- _____ 1. Understands accounting/business concepts.
- _____ 2. Uses computer
- _____ 3. Analytical ability
- _____ 4. Quality and quantity of work
- _____ 5. Oral communication
- _____ 6. Written communication
- _____ 7. Follows directions
- _____ 8. Works well under pressure
- _____ 9. Adapts to changes in work environment
- _____ 10. Gets along well with others
- _____ 11. Team player
- _____ 12. Takes responsibility for actions/reliable
- _____ 13. Uses good judgment
- _____ 14. Organizes work efficiently
- _____ 15. Manages time well
- _____ 16. Needs little supervision
- _____ 17. Completes work on time
- _____ 18. Accurate/pays attention to details
- _____ 19. Motivated/enthusiastic
- _____ 20. Professional (appearance/on time)

_____ **OVERALL RATING**

Please comment on the student's progress since the start of his/her internship. What area if any, has the intern exhibit increased knowledge, skills or ability? You may use the reverse side of this sheet for your response.

Are you willing to accept future National University students as interns in your organization? Yes___ No___ Why?

SIGNATURE: _____ **Date:** _____

**NATIONAL UNIVERSITY
SCHOOL OF BUSINESS AND MANAGEMENT**

Faculty Advisor Evaluation Sheet

Name of intern:
NU identification No.:
Phone and e-mail:
Name of the firm:
Address:
Phone and e-mail:
Supervisor's name:
Beginning date: _____ **End Date:** _____

BI-WEEKLY ACTIVITY REPORTS: (A) 25%

Report 1: Date:	GRADE:
Report 2: Date:	GRADE
Report 3: Date:	GRADE
Report 4: Date:	GRADE

Final Activity Report: (B) 10%
GRADE: _____ **DATE:** _____

Short Research Paper: (C) 10%
GRADE: _____ **DATE:** _____

Oral Presentation: (D) 15% (if there is no presentation, then faculty needs to redistribute the 15%)
GRADE: _____ **DATE:** _____

Intern's Evaluation of Internship: (E) 10%
GRADE: DATE: _____

FIRM'S EVALUATION OF INTERNSHIP (2 B) 30% OF FINAL GRADE
FIRST GRADE (15%) _____ **DATE:** _____
SECOND GRADE (15%) _____ **DATE:** _____

OVERALL GRADE _____ **DATE** _____

Internship Project Suggested Syllabus:

THIS IS A PROPOSED SYLLABUS FOR INTERNSHIP PROJECTS THAT A FACULTY TEACHING ANY OF THE CAPSTONE COURSES MAY WANT TO USE AS A GUIDE.

Program Name: Internship Project

Instructor:

Instructor's Contact Information:

Prerequisites:

The fundamental prerequisite of this program are those of the course in which this project is being conducted. Please refer to the related document.

Description:

Internship program is created in order to provide an opportunity for students enrolled at the School of Business and Management to work, for a specified duration in private, public or non-profit organizations while being tutored by the University faculty in a formal arrangement with such organizations. It is essentially offered as a major part of a capstone course.

Required Text: There is no textbook required for this part of the capstone course. **Course Textbook**

It is also recommended that students access the NULS link for the American Psychological Association (APA) standards regarding grammar, style, format, and citations for research. This format is the required structure for all papers and projects in the School of Business and Management.

Course Learning Outcomes:

- Synthesize and apply content from their graduate courses and other learning opportunities to better understand real world situations
- Understanding, appreciate, and value of the relationships across business disciplines
- Distinguish real world problems and demonstrate the application of solutions from a global business perspective to real world problems

Business Plan learning outcomes

- Assess/evaluate the requirements of a comprehensive business plan, which includes appropriate background information
- Organize, the appropriate information required in a business plan
- Construct a business plan that will satisfy the needs of entrepreneurs and potential investors

Business Project learning outcomes

- Assess and define a significant business problem
- Evaluate information to better understand such a problem
- Specify and design appropriate information to identify and present a high-quality solution

Research learning outcomes

- Determine the requirements for a formal research project
- Select a significant organizational topic that, when researched, will have practical application
- Produce a complete research project that will provide appropriate information for organizational decision-making.

Business Projects

A business project addresses a specific business problem by systematically clarifying the business problem, the questions to be answered, how to answer the question, collection and analysis of data, drawing conclusions, and making recommendations. Research in this option will focus on identifying alternative ways of addressing the key question. Business projects are usually internal to an organization and used by these businesses to solve problems and make informed decisions.

Business Research

A business research project explores business questions as they relate to particular firms, industries, business climate, and business practices. This option is a traditional research option requiring a clear research question, review of the literature, methodology, analysis, and conclusions. Research in this option will focus on findings in related research plus the methodological alternatives.

Requirements:

This project is an alternative part of the capstone course for several graduate business programs.

There are two major components to the class:

1. Completion of a Project

2. Other relevant activities to help synthesize students' business experience and learning.

Written Project: 300 Points

Students will secure internship positions in approved client organizations. All applicable documents for each position shall be completed and approved by the faculty and the school before the project starts. The instructor of the record will determine the extent of the project and the criteria for these assignments. Students will, at the end of the Internship Project, prepare and submit a complete report both on the project and the internship experience.

Presentation (100 points possible)

Each student will prepare and present to the class 2 bi-weekly reports of the work done. The completed project will be presented at the final two weeks' meetings. These presentations, 15 to 20 minutes in length, must be supported with appropriate visual materials (PowerPoint and handouts). Presentation times will be determined during week five of the course.

Participation (100 points possible)

Each student in the class is expected to provide feedback to projects proposed by other students. This feedback will take place in the weekly meetings, and will be guided by the instructor, through various formats and tools. We may form Feedback Groups during the first week in preparation for action starting the second week.

Grades and Grading System:

Grade	Definition
H	A level work
S	B level work
U	Unsatisfactory

I Incomplete: A grade given at the discretion of the instructor when a student who has completed **at least two-thirds of the course class sessions** and is unable to complete the requirements of the course because of uncontrollable and unforeseen circumstances. The student must convey these circumstances (preferably in writing) to the instructor prior to the final day of the course. In this class, if work is not completed within the two months of the scheduled class, a "K" will be submitted. Students will have one additional month for satisfactorily completing the assignment. If not satisfactorily completed within that month, the "K" will be changed to a "U."

GENERAL POLICIES:

Intern Protocol and Conduct

An intern holds an unofficial status at the host company, and there are no rights or privileges associated with this status. For a successful internship for both the student and the company, the following guidelines are suggested:

Students may have access to confidential and proprietary information regarding company sales, revenues, and technology. It is critical to maintain confidentiality and not disclose any sensitive information to anyone without company approval.

Obtain company guidelines (on hours, dress code, rules of conduct, and use of company resources, phone usage, e-mail, duplicating equipment, fax, office supplies), and follow them.

No harassment of any kind is tolerated. Even non-paid interns are bound by federal and state laws regarding the harassment of employees, vendors, customers, or anyone the student comes in contact with as a result of their affiliation with the company.

There are many situations, which may not be covered by a formal policy or procedure. When in doubt, ask! Students are instructed to refer all questions and concerns to their immediate supervisor. The Faculty Advisor is also a resource for the student.

Be courteous, cooperative, and professional in all interactions at the host company.

Letter of Consent: Any research conducted by NU faculty, staff, or students that involves human subjects in any way must receive Institutional Review Board (IRB) approval before the research can be undertaken. Also, any research that utilizes NU faculty, staff, or students as subjects must be approved by the NU-IRB before the research can be undertaken. If the research involves human subjects in any way, such as being recorded in a data pool or being asked to participate in a focus group, then approval of the NU-IRB is required. For more information and application form see [Http://www.nu.edu/Academics/schools/SOBM.html](http://www.nu.edu/Academics/schools/SOBM.html) and www.irbnet.org .

Information provided in this section is summary statements of each subject. For complete and definitive discussion of these subjects please refer to the National University Catalog.

Plagiarism:

Plagiarism is the presentation of someone else's ideas or work as one's own. Students must give credit for any information that is not either the result of original research or common knowledge. If a student borrows ideas or information from another author, he/she must acknowledge the author in the body of the text and on the reference page. Students found plagiarizing are subject to the penalties outlined in the Policies and Procedures section of the University Catalog, which may include a failing grade for the work in question or for the entire course.

Below is a list of some of the forms academic plagiarism may take.

- Using or attempting to use unauthorized materials, information, or study aides in any academic course.

- Submitting work previously submitted in another course without the consent of the instructor.
- Sitting for an examination by surrogate or acting as a surrogate.
- Representing the words, ideas, or work of another as one's own in any academic exercise
- Conducting any act that defrauds the academic process.

Refer to the General Catalog for additional information on academic dishonesty

The following is one of many websites that provide helpful information concerning plagiarism:
<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

Technology:

Students are expected to be competent in using current technology appropriate for this discipline. Such technology may include word processing, spreadsheet, and presentation software. Use of the internet and e-mail may also be required.

Diversity:

Learning to work with and value diversity is essential in every class. Students are expected to exhibit an appreciation for multinational and gender diversity in the classroom and work environment.

Civility:

As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other and for the instructor. Rules of classroom behavior (which apply to online as well as onsite courses) include but are not limited to the following:

- Conflicting opinions among members of a class are to be respected and responded to in a professional manner.
- Side conversations or other distracting behaviors are not to be engaged in during lectures, class discussions or presentations
- There are to be no offensive comments, language, or gestures

Students with Disabilities:

Students seeking special accommodations due to a disability must submit an application with supporting documentation, as explained under this subject heading in the General Catalog. Instructors are required to provide such accommodations if they receive written notification from the University.

Writing Across the Curriculum:

Students are expected to demonstrate writing skills in describing, analyzing and evaluating ideas and experiences. Written reports and research papers must follow specific standards regarding citations of an author's work within the text and references at the end of the paper. Students are encouraged to use the services of the University's Writing Center when preparing materials.

National University Library Resources:

National University Library supports academic rigor and student academic success by providing access to scholarly books and journals both electronically and in hard copy. Print materials may be accessed at the Library in San Diego or through document delivery for online and regional students. Librarians are available to provide training, reference assistance, and mentoring at the San Diego Library and virtually for online or regional students. Please take advantage of Library resources:

- URL: <http://www.nu.edu/library>.
- Contact the Library:
 - RefDesk@nu.edu
 - (858) 541-7900 (direct line)
 - 1-866-NU ACCESS x7900 (toll free)
- Use the Library Training Tools (on the Library Homepage) for additional help
 - Recorded class presentations
 - Tutorials & Guides (APA/MLA, Peer-Review, and more)

The following website provides information on APA, MLA, and other writing and citation styles that may be required for term papers and the like:

<http://www.nu.edu/LIBRARY/ReferenceTools/citations.html>

Resources - Journals

Articles are available through National's electronic library. This is accessed by first going to the National University's web page at www.nu.edu. Choose the LIBRARY from the top navigation bar. Then choose JOURNAL ARTICLES from the left navigation bar. Choose BY DATABASE. Chose ABI/INFORM. Change database to BUSINESS-ABI INFORM GLOBAL. Enter your search words, e.g., management, under the words Basic Search and then click on SEARCH. Articles associated with your search words will appear momentarily. Browse through the annotated list and click on the articles you would like to view. The article can be printed or emailed.

Once the first page of articles appear, you may wish to revise your key words for your search and try again. It often works well to browse through the list, including subsequent pages before you actually take a look at the articles. To save the articles you find hopeful, check the box to the left of the article. This

creates a list of marked articles which is accessible by choosing the “Marked List” under the “Results” header that loads at the top of every ProQuest page. This list is valid during your ProQuest session but will disappear once you leave the site. It is often helpful to print your Marked List to facilitate finding a useful article in the future. Click on any article found, either in the original search list or the marked list and the full text of the article will be loaded. Browse and print, as useful.

If you are searching for a particular article, use the MORE SEARCH OPTIONS option to enter the specifics of a particular article. Enter the publication name and author’s name in the appropriate text boxes. And click on the SEARCH button. When the article citation appears, click on the citation and the full-text of the article will be loaded.

You may benefit from using a combination of sources, scholarly journals, general business publications (e.g. Fortune, Business Week, or Time), trade journals (e.g. Amusement Business or Savings & Community Banker) and one or more of the regularly issued government reports.

It is recommended that you have a clear idea of the information you are seeking prior to commencing your research. What questions are you wanting to answer?

Reference assistance

To be determined in consultation with the Faculty Project Advisor and is based upon the specific research topic(s) identified by the students.

Please note that all requirements, references, and course guidance for MGT 610C are detailed in the school’s “MBA Project Handbook.”

Research Bibliography

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