

ENTREPRENEURIAL INTERNSHIP CLASS
ENTP 396 001
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Instructor: Jeff Varrone

E-Mail: varronej@nku.edu

Office: BC 352

Phone: (859) 572-5741

Office Hours: available by appointment

ABOUT NKU'S HAILE/US BANK COLLEGE OF BUSINESS:

Our Vision

The College of Business at Northern Kentucky University will be the preferred choice of students, faculty and organizations in our region, known for excellence in practical instruction, applied research, and public engagement.

Our Mission

Our primary mission is to prepare our students to contribute positively to their organizations and communities. We educate future leaders to perform effectively and ethically in a global environment as professionals in business, public, and social enterprises. Our programs are strengthened by diversity among our students and faculty. Our faculty and students actively engage in scholarship that is relevant to our academic programs and to the business community. We value all types of rigorous scholarship, with a primary focus on applied and pedagogical intellectual contributions. We leverage partnerships between students, faculty and the community to continuously improve the educational experience and to enhance the integration of scholarship and public engagement to classroom learning.

COURSE INFORMATION

This course, *Entrepreneurial Internship*, is designed to meet the objectives that all entrepreneurship major/minors graduate with a demonstrated understanding of: 1) the role of creativity and innovation in the entrepreneurial process; 2) the ability to assess and summarize entrepreneurial traits and entrepreneurial experience and, 3) the ability to draw conclusions and provide supporting documentation in an effort to assess the feasibility of a new venture.

This course is designed to be interactive, and allow students to apply entrepreneurial learning through a work/business experience. This course will also utilize the technology available through Canvas to enhance the student's experience in a learning environment. As such, we will use Canvas to facilitate learning/information. ***I am available (and encourage you) to meet with me in person in order to answer any questions pertaining to the course/assignments or to provide additional resources/guidance for students wanting to learn more about entrepreneurship.***

LEARNING OBJECTIVES:

Each individual internship will have unique knowledge and skill application outcomes relevant to your internship work responsibilities. These will be developed by you and your internship Site Supervisor, and approved by the Faculty Coordinator. In general, these can be stated as:

1. Build written and verbal communication skills while conducting a variety of entrepreneurship tasks and functions.
2. Develop better teamwork skills through managing entrepreneurship functions such as supporting the core team for the organization, working with customers, and interacting with other businesses that support this business
3. Formulate better critical thinking skills through working with my entrepreneurship team to solve problems.
4. Build initiative skills by finding appropriate resources to assist with accomplishing entrepreneurship task and responsibilities
5. Demonstrate the application of knowledge appropriate to the entrepreneurship discipline.

Internship Outcomes:

The primary deliverable from your internship experience are your internship outcomes. Because each internship is unique, the exact content of your submission will be specified by the Faculty Coordinator once your internship duties and responsibilities have been determined.

In General, most submissions will include the following sections:

1. Evidence that student accomplished goals of the project or job and their part in accomplishing those. Written or verbal communication.
2. Evidence that intern satisfied organization's management- mid-term and final supervisor evaluations
3. Translate work and accomplishments into meaningful resume bullet and LinkedIn profile entry.
4. Providing evidence of work produced (with employer approval)

Scope of Course:

Students will learn to apply entrepreneurial and problem solving skills and theoretical knowledge obtained in coursework to actual business situations and problems.

Class Format: The course involves supervised study of an organization in the form:

1. Supervised internship in an entrepreneurial business.

The specific components of the course include:

1. INTERNSHIP EXPERIENCE- 30%
2. ACTIVITY JOURNAL- 15 %
3. MID-TERM AND FINAL PRESENTATION/DISCUSSION – 10%
4. MID-TERM AND FINAL SUPERVISOR EVALUATION- 25% (10%- Midterm, 15%- Final)
5. MID-TERM AND FINAL SELF EVALUATION- 5 % (2.5%- Midterm, 2.5%- Final)
6. INDIVIDUAL FINAL PROJECT- 15 %

Internship Experience: The student (with the assistance of the instructors, if necessary) will find an internship position with a nascent or early stage business venture (or other entrepreneurial or intrapreneurial entity approved by the instructor) that will provide the student an opportunity to learn to apply entrepreneurial problem solving skills and theoretical knowledge obtained through coursework to actual business situations and problems (position must be approved by instructor). The student should plan on spending a minimum of 10 hours per week for 15 weeks at the internship (Total of 150 hours). The student, instructor and internship supervisor will execute a "Learning Contract" detailing the student's work activities and what entrepreneurial-based learning opportunities will result from those activities. At the mid-term and end of the semester the student's internship supervisor will complete an evaluation form evaluating the student's participation in the program. The supervisor's evaluation, along with the other course components will be used in determining the student's grade for the course.

Activity Journal: Each student will maintain a weekly journal that details the student's experiences during the week and which records the hours spent by the student during that time. The journal will be collected and reviewed by the instructor throughout the internship experience and will be turned in for grading.

Final Project: Each student will put together a portfolio of various examples of projects/activities that that student complete/worked on during the semester. As part of the internship, students must meet with the faculty coordinator to talk about the work and projects completed during the internship.

Each internship individual project will be unique and enable the student to apply his/her working knowledge of an entrepreneurial firm and its management. The individual project must be determined and agreed upon by the faculty coordinator and the student, based on the work being completed by the site supervisor.

Once the project has been approved, the faculty coordinator and student intern will work together to design an outline of the specific assignment that contains all required materials as well as deadlines to be met during the internship term.

Mid-term/Final discussion: The student will prepare and discuss during a meeting with the faculty coordinator concerning the student's experiences at their respective internship, mid-term and final.

Evaluations: You will be evaluated by your internship site supervisor as well as the faculty coordinator. Your final grade will be assigned by the faculty coordinator.

The evaluations will be completed by your site supervisor. The Mid-Term evaluation is designed to provide structured feedback to you about your performance on the job to date. It also gives you, in cooperation with the supervisor, the opportunity to reestablish goals for the remaining period of the internship. Your site supervisor will also complete a Final Evaluation, which assesses progress and guides your site supervisor in recommending a final grade for you. You will be notified of the due dates for each of these evaluations via email. It is your responsibility to make sure your supervisor is aware of all evaluation deadlines.

CREDIT HOUR POLICY STATEMENT:

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour and fifteen minutes (75 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a typical student to complete course expectations are as follows:

Approximate Hours worked per week 10 hrs x 15 weeks = 150 Hours
Assignments/Evaluations= 5.0 Hours

Total = 155.0 Hours (Minimum of 135 hours)

MID-TERM GRADES

- Mid-term grades will be issued for all students.
- Students will be able to access mid-term grades through MyNKU as soon as faculty submit them
- Mid-term grades are not part of students' permanent records; they will be replaced by final class grades when these are submitted
- Mid-term grades do not guarantee a good or bad class grade; they reflect a current level of performance that can be altered by the quality of subsequent work

STUDENT EVALUATION OF INSTRUCTOR AND COURSE

Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the

instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the university's official date for grade availability. To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

In addition, you should be aware of:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

ACCOMODATIONS DUE TO DISABILITY:

The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to me from the Disability Programs and Services Office (SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at <http://disability.nku.edu>.

STUDENT HONOR CODE

This Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code. Students may view the complete honor code at <http://scra.nku.edu/policies/student-rights.html>

Academic dishonesty on any major assignment could result in a failing grade for the entire course. Academic dishonesty on any other assignment could result in a substantial reduction of the course grade, or if the situation is substantial or repeated, a failing grade for the course.

Academic dishonesty includes, but is not limited to:

1. Taking, paraphrasing, or re-writing someone else's work, and submitting it for credit under your own name;
2. Submitting the same work for more than one course without both professors' approval;
3. Quoting, paraphrasing, or borrowing ideas from a source without fully citing that source;
4. Allowing someone else to write any part of an assignment for you.

OTHER INFORMATION

- **If you are having difficulties, come and see me during office hours or at another time; I am very open to meeting outside office hours, if you cannot come during my scheduled hours.**