

UNIVERSITY OF CENTRAL MISSOURI.

HARMON COLLEGE INTERNSHIP OFFICE

Harmon College of Business and Professional Studies Internship Office

Student Internship Program Manual



Contact Information

University of Central Missouri
Harmon College of Business and Professional Studies Internship Office
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HarmonIntern@ucmo.edu

[Harmon College Internship Office Website](#)

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HARMON COLLEGE
INTERNSHIP OFFICE

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Dear Harmon College Student,

Congratulations on reaching an important milestone in your academic journey at the University of Central Missouri! Your internship experience is a vital part of your professional development, providing the opportunity to apply classroom learning in real-world settings while exploring potential career paths and building your confidence as a future professional.

This Internship Program Manual has been carefully designed to guide you through the internship process and provide the resources you need to be successful. Whether you are preparing for your first internship or continuing to grow your experience, our office is here to support you every step of the way.

Internships are a key component of career readiness for students in business and professional studies. They allow you to gain hands-on experience, expand your network, and develop the practical skills that employers value. We encourage you to take ownership of your internship search, while also utilizing the guidance and tools available through our office, faculty advisors, and campus resources.

This manual outlines our internship process, expectations, and the support available to you through the Harmon College Internship Office. We are here to help you succeed and encourage you to reach out whenever you have questions

We are excited to support you on this journey and look forward to celebrating your success.

Sincerely,

Sydney Moechoe

Partnership Development & Internship Coordinator
Harmon College of Business and Professional Studies
University of Central Missouri

Overview

At the University of Central Missouri, internships are an essential part of your academic journey, offering you the chance to apply what you've learned in the classroom to real-world settings. While students are responsible for searching for and securing their own internship opportunities, the Harmon College Internship Office is here to provide the resources, guidance, and support needed to help you succeed in your search. Through this experience, you'll gain valuable professional skills, build industry connections, and enhance your career readiness.

The [Harmon College Internship Office](#) is committed to supporting students in securing valuable internship experiences that align with their academic and professional goals.

Purpose of the Harmon College Internship Office:

The Harmon College Internship Program provides students with the opportunity to gain hands-on, real-world experience relevant to their field of study. Internships help students develop professional skills, build industry connections, and enhance career readiness.

Benefits of Completing an Internship:

- Gain practical hands-on experience in your field
- Apply academic knowledge in real-world settings
- Build a professional network and relationships with potential employers
- Develop professional skills and workplace competencies
- Enhance your resume and career prospects

Majors We Serve

***Required for Degree Completion**

Undergraduate:

- Accountancy
- Aviation Management
- Big Data & Business Analytics
- Computer Information Systems
- Economics
- Entrepreneurship & Social Enterprise*
- Events Marketing and Management*
- Finance
- International Business
- Leadership*
- Management
- Marketing
- Public Relations and Strategic Communications*
- Sport Management*
- Supply Chain Management*

Graduate:

- Accountancy
- Aviation Safety
- Big Data Analytics and Information Technology
- Computer Information Systems and Information Technology
- Master of Business Administration
- Sport Management*

Eligibility & Credit Hour Breakdown

To qualify for internship enrollment, students must meet major-specific academic requirements and follow program procedures. Students are strongly encouraged to consult the [UCM Undergraduate or Graduate Course Catalog](#) for the most current internship policies specific to their major. Your [Academic Success Advisor](#) can assist you in verifying credit eligibility and confirming the appropriate semester to complete your internship.

General Eligibility Requirements (Varies by Major):

- Must meet GPA and completed credit hour requirements for your major
- Must complete required prerequisite coursework required by major
- Must be admitted to the BSBA program
- Must meet program specific approvals

Examples (not limited to):

- **Accountancy:** 2.65 GPA, Completion of 60 credit hours, Admission to BSBA Program
- **Big Data & Business Analytics, Economics, Finance, & Marketing:** 2.5 GPA, Completion of 60 credit hours, Admission to the BSBA Program
- **Public Relations & Strategic Communication:** Completion of PR 3610 and 3620 with a grade C or higher
- **Management Concentrations:** 2.5 GPA, Completion of 60 credit hours, Admission to the BSBA Program
- **Sport Management:** Completion of SM 4000 with a grade of C or higher
- **MBA:** Must have approval from MBA Director

Credit & Work Hour Breakdown:

- 1 academic credit = 70 internship hours (**3 credit hours= 210 work hours**)
- All required hours must be completed during the semester of enrollment
- Internships must be completed as a single employer unless approved in advance by the Internship Office

Internship Search & Resources

Your Internship Search Starts with You

Finding the right internship is a crucial step in your academic and professional journey, but it's also your responsibility. While the Harmon College Internship Office is here to support and guide you, students are expected to take initiative in researching, applying to, and securing their internship opportunities. The more proactive and organized you are, the better your chances of finding an experience that aligns with your career goals.

When to Start Searching:

We recommend beginning your internship search **AT LEAST** one semester in advance of when you plan to enroll. This gives you time to prepare your materials, apply to multiple opportunities, and meet all eligibility and enrollment deadlines.

Top Search Platforms

The following platforms are **suggested resources** to help you begin your search. However, students are responsible for conducting their own research beyond these tools to find opportunities that match their interests and goals. Internship opportunities can vary by industry, location, and season, so staying proactive is essential.

- [Handshake](#) – UCM's internship and job platform
- [MO Intern Connect](#) – Missouri-based internships
- [LinkedIn](#) – Search, apply, and network
- [Indeed](#) – Broad job board
- [Teamwork Online](#) – Sports industry internships
- [USAJobs](#) – Federal opportunities
- [JSFirm](#) – Aviation internships

Search Tips & Strategies

- **Start early** – Treat your search like a class project: research, stay organized, and give yourself deadlines.
- **Tailor your materials** – Use different resumes and cover letters based on the roles you apply for.
- **Follow up professionally** – After submitting applications or conducting interviews, follow up with a thank-you note.
- **Track your applications** – Keep a spreadsheet or list of where you've applied and their deadlines.

Leverage Your Network

- Attend Career Fairs & Networking Events
- Connect with Faculty & Advisors who may know of opportunities
- Reach out to Alumni or Employers for informational interviews and referrals

Support from the Career & Life Design Center

The [Career & Life Design Center](#) is an excellent resource for internship and job readiness. You can receive personalized help with:

- Resume & Cover Letter Reviews
- LinkedIn Profile Guidance
- Interview Coaching & Mock Interviews
- Walk-In Service Experience (W.I.S.E.) advising
- Career exploration and job search strategies
- Professional Clothing Studio
- Life Design Course (UNIV 3100)
- And More

***** If you interview with several companies for your internship, please provide the professional courtesy of informing the other companies (in writing) that you've decided to accept another offer.*****

Job Expectations

Internship That Qualify:

- The internship must involve work relevant to the student's career field.
- The role should include real responsibilities that contribute to skill development.
- Internships should provide meaningful learning experiences beyond basic tasks.

Internships That Will NOT be Approved:

- Roles consisting only of administrative busy work (e.g., filing, answering phones without additional responsibilities).
- Positions that do not offer opportunities for skill development or industry-related experience.

****If you're unsure whether a position qualifies, consult with the Internship Office Coordinator before applying by emailing a PDF copy of the job description.**

Important Questions to Consider:

- **What is your career path?** - What direction do you want to take in your career after graduation?
- **Where do you need more experience?** - Identify the areas where you could use more practical experience before finishing your degree.
- **What do you want to gain from your internship?** - Consider the skills, knowledge, or connections you hope to develop.

Intern/Student Responsibilities

Intern/Student Responsibilities:

- Professionalism & Conduct
 - Maintain a professional attitude and adhere to workplace policies.
 - Conduct yourself ethically and represent UCM and the Harmon College well.
- Work Commitment & Credit Requirements
 - Complete all required work hours within the designated semester.
 - Remain at the same employer for the duration of the internship.
 - Ensure the role is relevant to your major and career goals (not just administrative tasks).
- Academic & Communication Responsibilities
 - Communicate with your academic advisor to confirm your internship credit plan.
 - Submit a job description to the internship office for approval to verify the role aligns with program requirements.
 - Check your UCM email & BrightSpace regularly for internship-related assignments and deadlines.
- Performance & Learning Goals
 - Engage in meaningful learning experiences and seek opportunities for skill development.
 - Actively participate in goal-setting with your supervisor and take initiative in your role.

Supervisor Responsibilities

Supervisor Responsibilities:

- **Internship Structure & Learning Opportunities**
 - Provide the intern with real responsibilities related to their career field.
 - Offer a structured learning experience that contributes to the intern's skill development.
 - Ensure the intern has the necessary resources and support to perform their tasks.
- **Oversight & Evaluation**
 - Participate in a midpoint check-in conducted by the Harmon College Internship Office.
 - Complete a final evaluation of the intern's performance and provide constructive feedback.
 - Verify and approve the intern's work hour log to ensure they meet credit requirements.
- **Communication & Professional Development**
 - Set clear performance goals and expectations at the start of the internship.
 - Provide mentorship and feedback to support the intern's growth.
 - Notify the Harmon College Internship Office if issues arise that may impact the intern's success.

Coursework Requirements

Internship = Academic Credit = Real Work

Just like any other course at UCM, the internship course includes required assignments. These assignments are designed to help you **reflect on your experience, connect classroom learning to your job, and grow as a young professional**. You are not just earning credit for hours worked—you're earning it for intentional learning.

Think of the assignments as tools to:

- Set and track meaningful learning goals
- Document progress and problem-solving skills
- Reflect on your growth and performance
- Prepare for future opportunities through updated resumes, presentations, and reports

What to expect (not limited to):

- Expectations Discussion Board
- SMART Goal Setting
- Internship Project or Reflection Paper
- Conflict or Challenge Analysis
- Final Presentation

If you ever feel unsure about an assignment or how to manage it alongside your work hours, contact your Internship Coordinator for support. We're here to help you succeed!

***** Reminder: You are enrolled in a course that appears on your transcript and contributes to your degree. Failing to complete coursework is the same as not completing a traditional class; it can result in a failing grade.***

Internship Office Application Process

1. **Review the HCBPS Student Internship Program Manual.**
2. **Prepare Materials:**
 - Internship Application- **Complete Digitally**
 - Memo of Understanding (MOU)
 - Job Description & Offer Letter- **Have the company provide you with a Job Description and Offer Letter for your internship.**
3. **Submit Application:** Email all documents in one submission to HarmonIntern@ucmo.edu
4. **Approval & Enrollment:** Once approved, you will be enrolled by the Coordinator
5. **Begin Internship:** Track hours, complete assignments, and maintain communication
6. **Important:** Incomplete applications will not be processed. Forms must be filled out and signed **digitally**.

All necessary and pertinent information must be submitted by the first day of the month prior to the beginning of each semester. Please reach out in advance if you need more time.

*****To receive academic credit for the internship, both the employer and the internship must be approved by the Harmon College Internship Office Coordinator.*****

Internship Course Syllabus

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Undergraduate Internship Syllabus

Course Description

Opportunity for students to gain theoretical knowledge and practical application within a particular field of specialization.

Course Objectives

As a result of participating in the internship course, students will be able to:

- Apply theory and classroom learning to an actual business environment.
- Gain practical work experience in their field of study.
- Examine a career field and test their ability to perform on the job.
- Gain networking opportunities, including potentially obtaining full-time employment.
- Create a smooth transition from college to the workplace.

Course Outcomes

- Develop communication and human relations skills.
- Use and enhance critical thinking, problem solving and investigation skills.
- Further develop career and professionalism skills gained through work experience and internship.

Required Text/Course Materials

There is not a required textbook for this course, but you will need access to reliable internet, a word processing program, your UCM student e-mail and Blackboard. If you need help getting your username or password set up or reset, or have any issues with Blackboard, please contact the UCM Technology Support Center at tsc@ucmo.edu or 660-543-4357.

Course Expectations

Attendance: Students are expected to validate their enrollment in the course. Students are expected to be working at the company and location listed in their offer letter/application. **There will be no change of employer once an offer has been accepted and the term has started.**

Usage of Blackboard/Technology: Grades, syllabus and assignments will be posted on Blackboard. All assignments and requirements should be uploaded appropriately to Blackboard, other than the Student Assessment and Supervisor Evaluation. Any Blackboard issues should be addressed with TSC at tsc@ucmo.edu or 660-543-4357, and will not be a valid excuse for a missed due date.

Work Hour Requirements for Business and Aviation Majors:

1 credit hour – 70 work hours	4 credit hours – 260 work hours	7 credit hours – 420 work hours
2 credit hours – 140 work hours	5 credit hours – 325 work hours	8 credit hours – 480 work hours
3 credit hours – 210 work hours	6 credit hours – 390 work hours	9 credit hours – 540 work hours

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Undergraduate Syllabus

Failure to meet the minimum required work hours could result in failing the course. All hours must be completed with the same employer during the enrolled semester.

Assessment of Student's Performance

Late assignment policy statement: If you need an extension on an assignment due date, please e-mail me (moechoe@ucmo.edu) prior to the original due date listed in the syllabus. Be specific on which assignment(s) you need an extension on, the details of circumstances and your suggestion for the extended due date. Granting requests is up to the discretion of the Harmon College Internship Office. If the request is not made prior to the assignment due date, or not at all, one point per day will be deducted for late assignments. **I will not accept any late work after the last day of the semester.**

Grading policies and practices: All assignments must be turned in to receive a passing grade.

Syllabus Quiz	10 points
Discussion Board – Expectations	20 points
SMART Goal Setting	20 points
Conflict Analysis	50 points
Internship Project	50 points
SMART Goal Review	20 points
Student Assessment	15 points
Synchronous Session or Reflection Paper	25 points
Supervisor Evaluation	50 points
Work Hour Verification	15 points
Total Points Possible	275 points

Percentage requirements to attain a letter grade are as follows:

- A = 90% and above
- B = 80% - 89.5%
- C = 70% - 79.5%
- D = 60% - 69.5%
- F = below 60%

Disciplinary Action/Termination at Internship:

A negative report from a supervisor, that may or may not include any disciplinary action or termination from an employer, may result in a deduction of points or the student failing the internship course. This could include, but is not limited to, the student being terminated, breach of contract, lack of professional behavior, absenteeism or falsification of work hours. If a student fails the internship course, the Harmon College Internship Office reserves the right to deny the student from taking the course again.

Offenses Against Academic Honesty

Students are expected to act in accordance with the [Academic Honesty policy at UCM](#). Unless stated otherwise, students are expected to complete **all** coursework **individually** for each assignment.

Giving or receiving unauthorized assistance in completing the requirements, or falsifying the requirements, of this course is unacceptable. Each circumstance of academic dishonesty will be individually evaluated. However, potential consequences include receiving a 0 for the assignment or an F in the course.

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Course Schedule/Content Outline

Below you will find the due dates and overview descriptions of the assignments in the course. Each assignment will have a detailed description on Blackboard, please refer to those instructions regarding completing the assignments. Please submit all assignments on Blackboard (with the exception of the Student Assessment and Supervisor Evaluation) by 11:59 pm of the due date or earlier.

Assignments	Due Dates
Syllabus Quiz	1/19/2025
Discussion Board – Expectations	1/26/2025
SMART Goal Setting	2/2/2025
Mid-Point Check-In	Ms. Moechoe will do this.
Conflict Analysis	3/16/2025
Project Example	4/6/2025
Discussion Board – Reflection	4/13/2025
SMART Goals Review	4/20/2025
Student Assessment	4/27/2025
Supervisor's Evaluation	4/27/2025
Final Pay Stub/Work Hour Verification	5/4/2025
Spring Semester End Date	5/9/2025

Syllabus Quiz

Highlights important pieces of information to know from the syllabus.

Discussion Board – Expectations

This discussion board will be a chance to voice your expectations, and discuss your peer's expectations for their internship as well.

SMART Goal Setting

Goals should be realistic in relation to your abilities and to the challenges your internship provides. These goals should reflect an agreement between the student and his/her supervisor.

Conflict Analysis

This paper should describe three (3) different situations during your internship – one you experienced, one you watched your supervisor experience and one you have observed for the company as a whole. The situation could be a problem to solve, a decision to be made, a conflict to be resolved, or a mission/task to be accomplished. See assignment on Blackboard for more details.

Internship Project (Non-CDM Students)

With this assignment you should submit a project or deliverable you create, relative to your position at your internship, that show cases your abilities and skills gained from class and hands on experience at your internship. See assignment on Blackboard for more details.

Practicum Final Paper (CDM Students Only)

Detail the work experience, submitted upon completion of work assignment. Student will demonstrate competency of course objectives in report documentation. You will find details on this final paper in Blackboard under assignments.

Supervisor Contact

I will be contacting your supervisor throughout the internship. At the beginning I will send out an outline of expectations for this course. Around the middle of the semester, I will reach out to your supervisor to ensure the internship is going well. And, at the end I will send out the Supervisor Evaluation.

SMART Goal Review

The student and the supervisor will review the SMART goals set for the internship toward the end of the term to determine achievement or progress of goals.

Student Assessment

Provide feedback and assess your internship experience through a Google Form.

Synchronous Session or Reflection

Since this course does not meet face-to-face, here is an opportunity to engage with each other. This session will be facilitated by me [through the use of Zoom](#), with a link that will be sent out prior to the date/time of the session. These dates and times will be finalized during the semester. If you do not want to participate in the synchronous session, or your schedule conflicts with the date and time, there are alternative discussion board options. You pick **one** of the two options given: a [compare and contrast post](#) based on articles provided or a "top 5 list" style article post.

Supervisor Evaluation

Supervisor Evaluations will be sent directly to your supervisor, as a Google Form, to the supervisor e-mail provided on your application; **please update me if this e-mail changes**. Supervisors are encouraged to discuss the evaluation with the student, but it is not required. The Supervisor Evaluation **MUST** be submitted by the student's supervisor, NOT by the student. This assignment is graded based on the ranking given within each category, in combination with the overall letter grade assigned by the supervisor.

Work Hour Verification

Use the Excel sheet provided to account for your work hours and gross pay during the internship. Be sure to pay attention to which day and month you are entering your hours under. **This assignment requires supervisor approval; I will not accept it without evident approval.** You **must** have your supervisor physically sign the work hour verification, **or** you can forward me an e-mail chain where your supervisor indicates approval of the log. Please make sure to include your hourly pay rate, if you are salaried, please figure your hourly rate.

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Sexual Misconduct

The University of Central Missouri seeks to foster a safe and healthy environment built on mutual respect and trust. Sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct will not be tolerated. All faculty and most staff are considered mandated reporters by the University and must disclose all information they receive about sexual misconduct to the Title IX Coordinator. As a faculty member of the University, I am a mandated reporter.

If you, or someone you know, has experienced sexual misconduct, please know assistance and options are available. UCM strongly encourages all members of the community to seek support and report incidents of sexual misconduct to the Title IX Office. Anyone who wishes to report sexual misconduct

<https://www.ucmo.edu/consumer-information/title-ix-sex-discrimination-and-sexual-assault/reporting-options/> or to learn more about the University process and options available, please

visit <https://www.ucmo.edu/consumer-information/title-ix-sex-discrimination-and-sexual-assault/support-and-resources/>

UCM Diversity, Equity, and Inclusion Commitment

The University of Central Missouri strives to develop a campus environment that welcomes and recognizes all dimensions of diversity and inclusiveness. What this means is that all students are welcomed in the classroom, and differences are to be recognized rather than erased or denied. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexuality, income, faith and non-faith perspectives, socio-economic class, primary language, family status, military experience, and more. Inclusive learning is facilitated by creative and innovative thought and mutual respect; being in this classroom means that you, your faculty member, and your peers are expected to foster a welcoming and equitable environment for all.

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Graduate Internship Syllabus

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Graduate Syllabus

Graduate Internship (1-6 credit hours) Spring 2025; Online (Blackboard)

Sydney Moechoe
E-mail: moechoe@ucmo.edu
Phone: 660-543-8432
Office location/hours: WDE 1602, Monday – Friday, 8:00am – 5pm.

Course Description

Opportunity for students to gain theoretical knowledge and practical application within a particular field of specialization. **If you are an international student, then you are federally required to attend at least one in-person class.**

Course Objectives

As a result of participating in the internship course, students will be able to:

- Apply theory and classroom learning to an actual business environment.
- Gain practical work experience in their field of study.
- Examine a career field and test their ability to perform on the job.
- Increase knowledge and applicability of current trends and technologies in field of study.
- Gain networking opportunities, including potentially obtaining full-time employment.

Course Outcomes

- Develop communication and human relations skills.
- Use and enhance critical thinking, problem solving and investigation skills.
- Further develop career and professionalism skills gained through work experience and internship.

Required Text/Course Materials

There is not a required textbook for this course, but you will need access to reliable internet, a word processing program, your UCM student e-mail and Blackboard. If you need help getting your username or password set up or reset, or have any issues with Blackboard, please contact the UCM Technology Support Center at tsc@ucmo.edu or 660-543-4357.

Course Expectations

Attendance: Students are expected to validate their enrollment in the course. Students are expected to be working at the company and location listed in their offer letter/application, also listed on the Employment Report.

There will be no change of employer once an offer has been accepted and the term has started.

Usage of Blackboard/Technology: Grades, syllabus and assignments will be posted on Blackboard. All assignments and requirements should be uploaded appropriately to Blackboard, other than the Student Assessment and Supervisor Evaluation. Any Blackboard issues should be addressed with TSC at tsc@ucmo.edu or 660-543-4357 and will not be a valid excuse for a missed due date.

Expected Amount of Student Engagement:

Internship course enrollment varies from 1-6 credit hours; a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than (1) hour of classroom or direct faculty instruction and minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time. The expected out-of-class student work, mentioned above, is independent of the required work hours for the course. Internship course work should

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Graduate Syllabus

be completed on personal time (not while at work), with the exception of the discussion with the supervisor for certain assignments.

Work Hour Requirement:

1 credit hour – 70 work hours	4 credit hours – 260 work hours	7 credit hours – 420 work hours
2 credit hours – 140 work hours	5 credit hours – 325 work hours	8 credit hours – 480 work hours
3 credit hours – 210 work hours	6 credit hours – 390 work hours	9 credit hours – 540 work hours

All work hours must be completed at the same employer within the dates of the semester enrolled. The work hour verification must be turned in by the end of the term. Failure to meet the minimum required work hours could result in failing the course.

Assessment of Student's Performance

Assignments: The assignments for the course include written papers, goal setting and other worksheets, a final presentation, an evaluation that must be received from your supervisor and the submission of a final pay stub to confirm hours and pay for the internship. See details under Course Schedule/Content Outline.

Late assignment policy statement: If you need an extension on an assignment due date, please e-mail me (moechoe@ucmo.edu) prior to the original due date listed in the syllabus. Be specific on which assignment(s) you need an extension on, the details of circumstances and your suggestion for the extended due date. Granting requests is up to the discretion of the Harmon College Internship Office. If the request is not made prior to the assignment due date, or not at all, one point per day will be deducted for late assignments. **I will not accept any late work after the last day of the semester.**

Grading policies and practices: All assignments must be turned in to receive a passing grade.

Syllabus Quiz	10 points
Discussion Board – Expectations	20 points
SMART Goal Setting	20 points
Conflict Analysis	50 points
Internship Project	50 points
SMART Goal Review	20 points
Student Assessment	15 points
Synchronous Session or Reflection	25 points
Supervisor Evaluation	50 points
Presentation or Portfolio	50 points
<u>Work Hour Verification</u>	<u>15 points</u>
Total Points Possible	325 points

Percentage requirements to attain a letter grade are as follows:

- A = 90% and above
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = below 60%

Disciplinary Action/Termination at Internship:

A negative report from a supervisor, that may or may not include any disciplinary action or termination from an employer, may result in a deduction of points or the student failing the internship course. This could include, but is not limited to, the student being terminated, breach of contract, lack of professional behavior, absenteeism or falsification of work hours. If a student fails the internship course, the Harmon College Internship Office reserves the right to deny the student from taking the course again.

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Graduate Syllabus

Offenses Against Academic Honesty

Students are expected to act in accordance with the [Academic Honesty policy at UCM](#). Unless stated otherwise, students are expected to complete **all** course work **individually** for each assignment. **Giving or receiving** unauthorized assistance in completing the requirements, or falsifying requirements, of this course is unacceptable. Each circumstance of academic dishonesty will be individually [evaluated](#), however, potential consequences include receiving a 0 for the assignment or an F in the course.

Course Schedule/Content Outline

All assignments can be found under Course Information in the Blackboard course, please check there for more detailed instructions regarding completing the assignments. Please submit all assignments on Blackboard (with exception of the Student Assessment, Supervisor Evaluation) by 11:59pm of the due date listed or earlier.

Assignments	Due Dates
Syllabus Quiz	1/19/2025
Discussion Board – Expectations	1/26/2025
SMART Goal Setting	2/2/2025
Mid-Point Check-In	Ms. Moechoe will do this.
Conflict Analysis	3/16/2025
Project Example	4/6/2025
Discussion Board – Reflection	4/13/2025
SMART Goals Review	4/20/2025
Student Assessment	4/27/2025
Supervisor's Evaluation	4/27/2025
Portfolio or Presentation	5/4/2025
Final Pay Stub/Work Hour Verification	5/4/2025
Spring Semester End Date	5/9/2025

Syllabus Quiz

Highlights important pieces of information to know from the syllabus.

Discussion Board – Expectations

This discussion board will be a chance to voice your expectations and discuss your peer's expectations for their internship as well.

SMART Goal Setting

Goals should be realistic in relation to your abilities and to the challenges your internship provides. These goals should reflect an agreement between the student and his/her supervisor.

Conflict Analysis

This paper should describe three (3) different situations during your internship – one you experienced, one you watched your supervisor experience and one you have observed for the [company as a whole](#). The situation could be a

3

problem to solve, a decision to be made, a conflict to be resolved, or a mission/task to be accomplished. See assignment on Blackboard for more details.

Internship Project

With this assignment you should submit a project or deliverable you create, relative to your position at your internship, that show cases your abilities and skills gained from class and hands on experience at your internship. See assignment on Blackboard for more details.

Supervisor Contact

I will be contacting your supervisor throughout the internship. At the beginning I will send out an outline of expectations for this course. Around the middle of the semester, I will reach out to your supervisor to ensure the internship is going well. And, at the end I will send out the Supervisor Evaluation.

SMART Goal Review

The student and the supervisor will review the SMART goals set for the internship toward the end of the term to determine achievement or progress of goals.

Student Assessment

Provide feedback and assess your internship experience through a Google Form.

Synchronous Session or Reflection

Since this course does not meet face-to-face, here is an opportunity to engage with each other. This session will be facilitated by me using Zoom, with a link that will be sent out prior to the date/time of the session. If you do not want to participate in the synchronous session, or your schedule conflicts with the date and time, there are alternative discussion board options. You pick **one** of the two options given: a compare and contrast post based on articles provided or a "top 5 list" style article post.

Final Presentation or Professional Portfolio

Choose one. Create and give a presentation about the value-added benefits you brought to your internship or create a professional portfolio to compliment your resume. See assignment on Blackboard for more details.

Work Hour Verification

Use the Excel sheet provided to account for your work hours and gross pay during the internship. Be sure to pay attention to which day and month you are entering your hours under. **This assignment requires supervisor approval; I will not accept it without evident approval.** You **must** have your supervisor physically sign the work hour verification, or you can forward me an e-mail chain where you supervisor indicates approval of the log. Please make sure to include your hourly pay rate, if you are salaried, please figure your hourly rate.

Supervisor Evaluation

Supervisor Evaluations will be sent directly to your supervisor, as a Google Form, to the supervisor e-mail provided on your application; **please update me if this e-mail changes.** Supervisors are encouraged to discuss the evaluation with the student, but it is not required. The Supervisor Evaluation **MUST** be submitted by the student's supervisor, **NOT** by the student. This assignment is graded based on the ranking given within each category, in combination with the overall letter grade assigned by the supervisor.

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Graduate Syllabus

Sexual Misconduct

The University of Central Missouri seeks to foster a safe and healthy environment built on mutual respect and trust. Sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct will not be tolerated. All faculty and most staff are considered mandated reporters by the University and must disclose all information they receive about sexual misconduct to the Title IX Coordinator. As a faculty member of the University, I am a mandated reporter.

If you, or someone you know, has experienced sexual misconduct, please know assistance and options are available. UCM strongly encourages all members of the community to seek support and report incidents of sexual misconduct to the Title IX Office. Anyone who wishes to report sexual misconduct <https://www.ucmo.edu/consumer-information/title-ix-sex-discrimination-and-sexual-assault/reporting-options/> or to learn more about the University process and options available, please visit <https://www.ucmo.edu/consumer-information/title-ix-sex-discrimination-and-sexual-assault/support-and-resources/>

UCM Diversity, Equity, and Inclusion Commitment

The University of Central Missouri strives to develop a campus environment that welcomes and recognizes all dimensions of diversity and inclusiveness. What this means is that all students are welcomed in the classroom, and differences are to be recognized rather than erased or denied. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexuality, income, faith and non-faith perspectives, socio-economic class, primary language, family status, military experience, and more. Inclusive learning is facilitated by creative and innovative thought and mutual respect; being in this classroom means that you, your faculty member, and your peers are expected to foster a welcoming and equitable environment for all.

Required Forms

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INTERNSHIP OFFICE

Internship Application



Harmon College Internship Application



Ward Edwards 1600 - University of Central Missouri
Warrensburg, MO 64093
Phone: 660-543-8432

Step 1 - Student Information:

Name: [Redacted]
700#: [Redacted]
Phone Number: [Redacted]
UCM Email: [Redacted]
Undergraduate or Graduate: [Redacted]
Degree Program/Major: [Redacted]
Expected Grad Date (xx/xxxx): [Redacted]

Step 2 - Internship Information:

Company Name: [Redacted]
Company Address: [Redacted]
Supervisor Name: [Redacted]
Supervisor Job Title: [Redacted]
Supervisor Phone: [Redacted]
Supervisor Email: [Redacted]
Internship Job Title: [Redacted]
Internship Start Date: [Redacted]
Internship End Date: [Redacted]
Total Work Hours Expected: [Redacted]
Is this a paid internship? Yes No If yes, how much? [Redacted]
Have you worked/currently worked here? Yes No If yes, how long? [Redacted]
Will a family member be supervising you? Yes No If yes, who? [Redacted]

Revised March 2025

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Harmon College Internship Application



Step 3: Enrollment

Internship Semester (ex. Fall 2024):

Internship Prefix (MGT, MKT, etc):

Undergraduate or Graduate Credit:

Enrollment Credit Hours:

Minimum Work Hours:

Step 4: Required Attachments (PDF)

Memo of Understanding (MOU) - Signed by the student, outlining learning objectives and responsibilities.

Job Description - Provided by the employer, detailing responsibilities and duties.

Continue to the Next Page

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Harmon College Internship Application



Student Agreement (To be completed by student):

By signing below, I confirm that I understand and agree to the following:

- I confirm that I have reviewed the Internship Manual and understand the policies, expectations, and requirements outlined within it.
- I have communicated with my academic advisor and confirmed my credit hour, course prefix, and semester selection.
- I will complete all required work hours within the designated semester at the same employer.
- I understand that the Harmon College Internship Office (HCIO) is looking to see that this position will be relevant to my degree and challenging at a collegiate level.
- I will check my UCM email and BrightSpace regularly for course assignments and updates.
- I understand that failure to complete my assignments, required hours, quitting, or termination from my internship may result in failing the course.
- I agree to conduct myself professionally, complete assigned tasks, and adhere to workplace policies.
- I understand that I am a student first. My internship will not interfere with my class schedule or my academic success.

Student Signature:

Date:

Employer Agreement (To be completed by employer):

By signing below, I confirm that I understand and agree to the following:

- I acknowledge that this student is participating in an academic internship for course credit.
- I will provide meaningful work assignments relevant to the student's field of study.
- I am aware of how many work hours the student must complete and verify that it will be possible for the student to achieve, barring any extraneous circumstances.
- I will participate in:
 - Goal Setting & Goal Setting Review for the internship period
 - A mid-point check-in with the Harmon College Internship Coordinator
 - Completing an evaluation regarding the student's performance
 - Approving & Signing the student's work hour log
- I will verify and approve the student's work hours.

Check this box if you would like an e-mail copy of this application

Supervisor Name:

Supervisor Signature:

Date:

Submission Instructions: Submit this completed application with your Memo of Understanding and Job Description to the Harmon College Internship Office by the enrollment deadline.

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LEARNING OBJECTIVES

PURPOSE OF LEARNING OBJECTIVES:

Learning Objectives are statements that clearly define what you intend to learn during the semester. *Since it is an academic internship, course credit is awarded for learning activities, not just for working.* The objectives should help the student, the Site Supervisor, and the Internship Instructor evaluate the learning progress at the conclusion of the experience. Learning Objectives should not try to cover all aspects of the internship, but rather focus on select areas that you will be exposed to throughout the internship. Each Learning Objective should involve new learning, expanded growth, or improvement on the job. Furthermore, the outcomes should benefit both you and the organization.

GUIDELINES FOR WRITING LEARNING OBJECTIVES:

Writing the Learning Objectives is a collaborative effort between the student and the Site Supervisor. Both parties must agree on the objectives and consider the tasks that are necessary to accomplish them. **Include the Learning Objectives as part of the Memo of Understanding.**

Each Learning Objective must be specific, measurable, limited to a single definite result, and have a completion date within the time period of the internship. A measurable Learning Objective is a statement that clearly and precisely describes what it is that you intend to accomplish by performing a task(s).

When developing the Learning Objectives:

- Avoid broad and general objectives; make them specific and as measurable as possible
- The objectives should be realistic, considering the time constraint. How will I accomplish this objective (be specific)?
- What knowledge (be specific) do I want to acquire during this internship?
- What do I want to understand at the conclusion of this experience?
- What new skills do I want to master as a result of the internship?

The following are examples of **tasks or goals; they are not Learning Objectives**:

- I want to work on PowerPoint presentations.
- I want to answer questions about various programs offered.
- I will become an “organizational specialist.”

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- I want to undertake projects that enable me to gain further experience in sales.
- I want to participate as a team member in day to day office tasks.
- I want to be the best intern so that they'll offer me a job!
- I want to attend client meetings.
- I want to have fun.

Examples of strong **Learning Objectives** are:

- I will improve my skills with the Bloomberg financial software by learning how to monitor certain asset classes through shadowing my supervisor and gaining hands-on experience.
- I will network and establish professional contacts in the fashion industry by attending PR events and attending client meetings.
- I will learn how to address buyers' questions relating to commercial real estate by accompanying a Licensing Associate during a property viewing.
- I will learn the editorial process of magazine publishing by attending staff meetings and shadowing the Chief Editor.
- I will become proficient in Microsoft Excel by creating financial spreadsheets to be used to conduct company financial analyses.
- I will develop better people skills and learn how to establish a strong financial advisor relationship by attending client meetings and listening to phone conversations.

Satisfactory assessment of the Learning Objectives is based on:

- Expressing what you plan to achieve throughout the internship and how it will be accomplished,
- Effectively relating academic learning to the internship experience,
- Adherence to the writing guidelines for Learning Objectives,

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MEMO OF UNDERSTANDING

“MEMO OF UNDERSTANDING” (Template)

This Memo of Understanding (MOU) outlines the terms and condition of a **[Fall/Spring/Summer] [Year]** semester Internship with **[Agency]** for **[Intern Name]** as partial fulfillment of the requirements for the **[Bachelor's/Master's]** degree in **[Specific Major/Program]** at the University of Central Missouri.

Timeframe (beginning and ending dates) of internship activities, general description of internship, total work hours, and special conditions (e.g. compensation, if any):

[Intern Name] will act as an Intern in the capacity of **[Job Title]** for the **[Agency]** in the **[Fall/Spring/Summer]** semester. The internship begins on **[MM/DD/YY]** and ends on **[MM/DD/YY]**. **[Intern Name]** will assist **[Site Supervisor Name]**

Internship Specifications

The internship plans on this being a **[“X”]** credit hour internship during the **[Fall/Spring/Summer] [Year]** semester. This would mean that I would be expected to work **[Required work hours]** clock hours on the job. I believe that I will accumulate **[“X”]** work hours in the **[Fall/Spring/Summer] [Year]** semester. Intern will work approximately **[“X”]** hours per week and will receive **[“X” if any]** compensation.

List the professional learning objectives you intend to achieve during the internship (3-6)

This section will include a list of objectives that will clarify knowledge, skills, and abilities the student will obtain during the internship that are significant and were not present before the internship began. The ability to achieve these learning objectives may be considered as partial (or full, if unpaid) compensation provided by the agency to the student. Ideally, the intern will research the job description/s of the job (typically entry level) he/she hopes to compete for after graduation and will create objectives that help move toward being competitive/qualified. Of course, the students should seek internship sites that are in line with his/her goals. The formulation of several well-thought-out objectives that the student and the site supervisor agree can be achieved during the internship experience is the MOST IMPORTANT part of the “Memo of Understanding”.

Details of the special project (if known at this time):

Any other details pertinent to the internship:

Contact Information

Agency Supervisor	University HCIO Internship Coordinator
Position Title	Dr./Mr./Ms. Internship Coordinator's Name
Agency name	Address
Street Address	University of Central Missouri
City, State, Zip	Warrensburg, MO 64093
Area Code/phone number	(660)XXX-XXXX
E-mail address of site supervisor	XXXXXX@ucmo.edu

Please email the completed “Memo of Understanding” to the Harmon College Internship Coordinator XXXX@ucmo.edu attention to Dr./Mr./Ms./Mrs. **Internship Coordinator's Name.

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**SAMPLE LETTER:
THANK YOU FOR THE INTERVIEW**

1234 Someplace Street
Warrensburg, MO 64093

July 16, 2016

Ms. Jane Doe
Manager, Marketing Department
Jane Media Services
1234 Moonlight Rd.
Warrensburg, MO, 64093

Dear Ms. Doe:

Thank you so much for the opportunity to meet with me on (Date). Our discussion regarding an internship with (Name of Employer) was very informative. I believe I could not only learn a great deal from your company, but could also be useful to (Name of Agency) on specialized projects.

Please let me know if I can provide any further information. I look forward to hearing from you. Sincerely,

(Signature)

John Doe

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**SAMPLE LETTER:
ACCEPTANCE OF AN INTERNSHIP**

When an offer of an internship is extended, it is most often communicated through a telephone conversation. If an offer is extended in the form of a letter, a follow-up telephone call will more than likely follow the letter. An acceptance letter by the student who has been granted an internship is optional. If you would like to write a letter of acceptance, the following example format and wording could be used.

1234 Someplace Street
Warrensburg, MO 64093

July 16, 2016

Ms. Jane Doe
Manager, Marketing Department
Jane Media Services
1234 Moonlight Rd.
Warrensburg, MO, 64093

Dear Ms. Doe:

Thank you so much for the opportunity to serve as an intern with (Name of Employer) this summer. I accept your offer and look forward to learning the many facets of the (Type of Industry) Industry.

My understanding is that the starting date of this internship will be (Date) and will end on (Date). Please let me know if I can provide any further information at this time.

Sincerely,

(Signature)

John Doe

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**SAMPLE LETTER:
REFUSAL OF AN INTERNSHIP**

If you have been offered an internship by more than one organization, it will be necessary to choose one and accept the position. At the same time, it is also necessary to inform the organizations whose internships you do not accept that you will not be interning with them. This may be accomplished by telephone; however, a follow-up letter would be an added piece of professionalism. The following is a sample and should be modified to suit your particular situation.

1234 Someplace Street
Warrensburg, MO 64093

July 16, 2016

Ms. Jane Doe
Manager, Marketing Department
Jane Media Services
1234 Moonlight Rd.
Warrensburg, MO, 64093

Dear Ms. Doe:

I am writing to inform you that I have given careful consideration to your offer of an internship and I have decided not to accept the position as we discussed on (Date). I was fortunate to have received another offer which better suits my educational interests.

Thank you for the time and consideration you have given me. I appreciate it very much and regret not being able to accept your offer at this time.

Sincerely,

(Signature)

John Doe

INTERVIEW & PROFESSIONAL DRESS

Did you know that a hiring decision can take place within the first few minutes of your interview? This means that dressing appropriately and making a great first impression is very important.

BUSINESS FORMAL



Business Formal is the standard dress code for a job or internship interview. Here are some attire tips and suggestions:

- Skirt suit (preferably a dark color), which includes knee-length skirt, tailored jacket, and solid (or subtle patterned) blouse/top.
- Pant suit (preferably a dark color), which includes tailored pants and a jacket.
- Two-piece, single-breasted suit (preferably a dark color and solid and/or conservative pinstripes).
- White dress shirt with a white undershirt underneath and a conservative tie.
- Solid (or subtle-patterned) blouse or top.
- Dark, polished shoes and matching socks.
- Closed-toed shoes with no more than 1-2 inch heels.
- Conservative and minimal jewelry.
- Small to medium size purse.
- Subtle make-up.
- Conservative, clean haircut and style.
- Trimmed facial hair.
- Avoid colognes, perfumes, and body sprays.
- Bring your portfolio, pen, and extra copies of your résumé.

Business Casual is often the dress code in many offices. While this type of attire is too casual for the formal job interview, you may want to wear business casual to a dinner, on the airplane or it may also be the work attire for the organization's environment once you've landed the job or internship. Every work environment is different so be sure to observe and inquire about the dress code. Business casual may include:

- Jacket, blouse, cardigan, or conservative top with pants or a knee-length skirt.
- Simple, knee-length dress.
- Collared button up shirt with a white undershirt underneath or a collared knit polo shirt.

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- Dark pants or khakis.
- Closed-toed shoes (no flip flops).
- Subtle make-up and avoid perfumes/body sprays.

Avoid the following attire:

- Jeans or casual sundresses, clothing with holes or rips, or athletic clothing or sneakers.
- Clothing too tight or revealing.
- Clothing with holes or rips, wrinkled or inappropriate images or athletic clothing or sneakers.

TIP:
Your culture, religion, and gender identity might influence your choice of business attire. We encourage you to incorporate those elements into your business wardrobe.

BUSINESS CASUAL



Thank you & Good Luck
With Your Internship!