

April 5, 1999

MEMORANDUM

TO: Jack Klauser

FROM: Henry Halenani Gomes

RE: Spring Day, 1999 Syllabi on File

A perusal of the Spring Day, 1999 syllabi on file in the office of the Associate Dean indicates that your syllabus for BU 48701 Business Internship is missing. My office may have misplaced your syllabus. Please **forward** another copy of your syllabus to my office by Friday, April 9, 1999.

If there are any questions please feel free to contact me at your convenience at Ext. 834.

Henry -  
Business Internship  
does not have ~~a~~ a syllabus.  
What we have is a sheet of  
Requirements. I attach this requirement  
sheet.  
Jack Klauser  
6/8/99

## **INTERNSHIP**

**OBJECTIVE:** *The* **primary** objectives of the Internship are to provide the student with the opportunity to:

1. Integrate work experience with his academic training.
2. Develop skills in interpersonal relationships with prospective employers, clients, and co-workers.
3. Observe, analyze and evaluate procedures, policies, and problems in the "real world" of business.
4. Use the skills acquired by academic preparation and work experience to formulate **recommendations** to resolve business problems as appropriate.

**REQUIREMENTS:** As part of the internship requirements, the following must be met:

1. Fulfill 180 hours of work experience in a position approved by the academic advisor.
2. Submit to the academic advisor weekly progress reports on work performed; training received; knowledge gained.
3. Submit at the end of the internship a comprehensive internship report. This report should:
  - (1) discuss the value of the internship and what the internship added to the student's education; and
  - (2) discuss how the theoretical knowledge gained in the class-room relates to the practical knowledge gained through work experience.
4. Submit an employer evaluation. (An evaluation **form** is attached). The student should provide a copy of the evaluation form to his supervisor and ask the supervisor to return the completed evaluation form at the completion of the internship to the **Academic** Advisor.

**COMPLETION** DATE: All requirements must be completed by

Academic Advisor:

Jack **Klauser**, Ph.D.  
Professor of **Economics**  
Department of Business  
Chaminade University

Name of Student:

Phone Number:

Signature