

Martha and Spencer Love School of Business
Non-credit Professional Work Experience

An Elon student's highest purpose is Academic Citizenship: giving first attention to learning and reflection, developing intellectually, connecting knowledge and experiences, and upholding Elon's honor codes.

COURSE DESCRIPTION: A Professional Work Experience (PWE) provides students the opportunity to learn more about organizational life and about themselves and their responsibilities to an organization, while requiring some academic or reflective work. Appropriate placement must be arranged by the student with the help and support of the LSB Internship Coordinator, the Elon Career Center, and other appropriate resources. At least one contact will be made by the internship coordinator, via phone call or site visit.

COURSE CREDIT HOURS: 0

COURSE GOALS: The following goals are associated with this course:

Business Administration majors may fulfill the internship requirement through "Professional Work Experience" (PWE). The PWE may be taken by students at all class levels. The objective of the PWE is to provide students the opportunity to learn more about organizational life and about themselves and their responsibilities to an organization. A PWE may be completed during any term in the year (fall, winter, spring, summer) and would require a minimum of 40 hours of on-the-job work. Students would arrange their own work experience, and the program would be managed and monitored by the LSB Internship Coordinator. This requirement would be graded as either Satisfactory (S) or Unsatisfactory (U).

The major outcome objective of the PWE is for students to evaluate themselves and the organization in which they work over the course of the term to determine: "If offered a career employment opportunity with this organization at the end of the term, would I accept? Why or why not?" The "why or why not" will focus on the potential fit between individual strengths/interests and the organizational environment and culture.

TEXT: Internship Guide and related articles and books. Will vary by semester.

PREREQUISITE: Sophomore or higher

COURSE REQUIREMENTS:

1. **Internship/PWE Proposal**

The Internship/PWE Proposal memo is a collaborative effort between you and your supervisor. This memo is due within two weeks **AFTER** you start your internship and will help you set objectives for your internship. Please review the Internship/PWE Proposal form for additional information.

2. **PWE Experience Report:**

This report will be a minimum of 5 pages detailing the experience and explaining what the student learned from the experience, submitted upon completion of the PWE. This report must be written in an informal report format. Format information will be posted on Blackboard.

3. **Evaluations:**

Two evaluation forms, one completed by the supervisor and the other completed by the student, will be required. These evaluations are web-based and designed for supervisors and students. These evaluations will be e-mailed near the end of your experience. You will be required to submit your evaluation and supply contact information to ensure your supervisor receives his/her evaluation

ALL COURSE REQUIREMENTS MUST BE COMPLETED TO RECEIVE A SATISFACTORY GRADE. NO EXCEPTIONS!

In Summary:

PWE will serve to bridge the internal classroom experience to the external business environment. This experience will be what you make of it. Good luck!

Special Fee:

The special fee for a PWE will be \$305.00 if taken during the summer or more than 4 hours during winter term. If the course is taken by a student enrolled in less than 12 semester hours or 18 or more semester hours during fall and spring semesters, the fee is \$305.00.