SAM 3910 Internship Experience Project Description Form

Use this outline to describe your internship project. This project description should be done with your intern partner starting with **an** interview and proposals presented to your intern partner culminating in a Project Description that is part of **a** signed and approved package (student, intern partner, BSAM administrator, BSAM faculty supervisor). **Note: this description form is primarily for project based internships. If your intern partner has a formal internship program then you should submit the program requirements and position description. If any additional project information is required by the BSAM Intern Administrator (Professor Hoyt) you will be directed to specific areas of this form**.

1. Project Scope
2. Project parameters – identify these parameter elements**:**
3. Customer / client
4. System and subsystem
5. Organization (system) – i.e. name of business / industry sector (retail, manufacturing, food service, financial, etc.)
6. Department (subsystem) – i.e. marketing, operations, administration, HR, Accounting, Customer Service, etc.
7. Work system area (subsystem sub unit)-- i.e. customer complaint/service recovery
8. Project focus (all of the following areas can be part of your project work or an emphasis in one area)
9. Information gathering
10. Measurement/assessment
11. Analysis
12. Improvement
13. Project statement – one or two sentence description of project that includes process or work system focus, project intention (i.e. information gathering, measure/document, analysis, improvement), and overall measure of performance (completion)
14. Project Plan
15. Agreed upon deliverables (describe in detail the following project deliverables)
16. Tangible outputs
17. Working documents developed such as spreadsheet, survey design, survey template in SurveyMonkey, etc.
18. reports such as status reports, data collection reports, software outputs/graphics (i.e. flow charts, data summaries), and work summaries
19. presentations such as status reports delivered in presentation, explanation of findings or training, end of internship presentation
20. Intended Outcomes
21. Conclusions (if internship activities include~~d~~ information gathering and analysis)
22. Process/system changes – if internship activities include review and change of processes
23. Schedule
24. Schedule for academic term (in weekly calendar format)
25. Project schedule that identifies and links in Gantt Chart (i.e. Microsoft’s Project software);
26. Tasks
27. Duration of tasks
28. Sequence of tasks
29. Resources required (from intern partner or assigned by intern partner) to complete tasks
30. Resource allocation – list of resources (people, equipment, facilities, etc.) required to complete project (aligned with project schedule on Gantt chart)
31. Onsite activities, time, and outputs
32. Offsite activities, time, and outputs
33. Project Implementation – This section should be documented in your Internship Learning Plan
34. Project Closure
35. List of final outputs (based on project deliverables)
36. List of archived documents (based on project requirements and closing checklist)