

**BA 394 Practicum in Industrial Distribution
FALL 2006, Professor Ursula Sullivan**

Material Requirements Descriptions

Item	Purpose/Description
Internship Confirmation Form	Provides me with information about your summer internship. Due date is June 2, 2006
High-Low Emails	The purpose of this part of the internship is for you to stay in touch with me throughout the summer. The requirement is simple: send me an email note with the best thing (high) that happened with your internship that week and the worst thing (low) that happened. Each email is worth 10 points for a total of up to 50 points. Emails are due on Fridays in June and July. One week must separate each email.
Paper Outline & Executive Summary	These will give me an indication of what you are going to include in your final paper. The outline and the summary should be no more than two pages, double-spaced and 12 pt. font. These are due on August 11, 2006.
Work Photos	Pictures are a great way to show where you were for so much of your summer. If you have problems in getting photos of your worksite, please contact me so that we can discuss alternatives. Photos are due on August 25, 2006. You can either email or drop them off to me in 106 Wohlers Hall on a CD.
Wrap-up Meeting	Allows all interns to share their experiences with each other. Any questions about the paper can also be asked before it is submitted.
Final Paper	Covers the company and the work you did for the company. You should use 12 point font, double-space, with page numbers. There are no page limits, but most papers are about 15 pages in length. You may attach any reports or presentations as appendices to the paper. When writing your paper, be cautious about simply cutting and pasting information from a company's website. This is considered plagiarism if you do not have the permission of the company to do this. Include a cover sheet that identifies you, your job title and the company you worked for. Additional criteria for the paper are included on the Grading Form handout. Due date is September 29, 2006. You will be penalized for any late submissions. Papers may be sent via email or submitted to me in 106 Wohlers Hall.
Course Grade	Points
A	270-300
B	240-269
C	210-239
D	180-209
F	0-179