

## **BREW 43103 Internship in Brewing Science**

### **Syllabus – Summer, Fall and Spring Semesters**

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**Office hours:** Drop by my office or schedule an appointment

#### **Catalog Description:**

The Internship in Brewing Science is a supervised practical work experience with a brewing or brewing-related industry, program or governmental agency to gain professional experience and insight into career opportunities.

Prerequisite: Consent (Typically offered: Fall, Spring and Summer)

#### **Course Objectives:**

At the completion of this course, students should be able to:

1. Integrate their formal classroom instruction and make application to solving real world, technical problems
2. Determine where their strengths, abilities and interests lie for future professional development

The employer should be able to:

3. Evaluate the potential of this student in the actual work environment and their personal interactions with current employees
4. Determine the student's potential for future employment

#### **Evaluation Methods/Grading Scale:**

Using scoring rubrics provided below, the final grade will be determined as follows:

Company feedback – 30 points

Written report – 25 points

Oral presentation – 25 points

Met with instructor prior to beginning of internship for syllabus review – 10 points

Adherence to deadlines – 10 points

**Undergraduate Students:** Total points = 100

Grading Scale:

90-100% = A      80-89% = B      70-79% = C      60-69% = D      Below 60% = F

#### **Grading Elements:**

**1) Attendance at mandatory internship information session** – All students are required to meet with the instructor to discuss the expectations during the internship and review the course syllabus. Any student not meeting with the instructor will have **10 points subtracted** from their final grade. If you are unable to meet with the instructor at the agreed upon appointment time, it is your responsibility to contact the instructor ahead of time to reschedule the appointment. If you miss your appointment without rescheduling, 5 points will be deducted from your grade.

**2) Company Feedback form** – You will be provided with an electronic copy of the Company Feedback Form which you are responsible for ensuring is filled out and submitted to the instructor by your direct supervisor for your internship.

The form must be received **at least 48 hours** prior to your meeting with the Internship Committee. Information from this feedback form will be used in determining your final grade (see company feedback rubric below).

For grading of company feedback form, a total of **30 points** are available with points deducted for each rating as follows:

Always=0 points deducted

Often=1 point deducted

Sometimes=2 points deducted

Never=3 points deducted

Company feedback rubric:

<i><b>Please rate the intern on the following attributes by checking the appropriate box (NA=not applicable)</b></i>	Never	Sometimes	Often	Always	NA
Strongly motivated and takes initiative					
Reliably and efficiently completes independent projects in a timely manner					
Exhibits effective problem solving skills					
Works effectively and/or interacts professionally with others, including individuals from diverse cultures					
Works effectively in a team					
Punctual in reporting to work, attending meetings and observing deadlines					
Practices company's ethical values and culture					
Courteous and respectful of colleagues					

<i><b>Please rate the intern on the following attributes by checking the appropriate box (NA=not applicable)</b></i>	Never	Sometimes	Often	Always	NA
Demonstrates honesty and openness in reports, communications and working relationships					
Exhibits effective communication skills					
Demonstrates effective listening skills					
Demonstrates ability to accept constructive criticisms					

**3) Written report** – At the completion of your internship, you will write a report about your internship. Please read the grading rubric carefully before writing your report.

- This report should be five to ten pages in length (double space, 12-point font, 1" margins) with an additional cover page.
- The cover page should include your name, major, academic standing, dates of your internship, and company name and location where you interned.
- Your report can include the company logo and photos with captions (photos can be of you working or different operations you learned during the internship)
- Your report should be organized into the following sections with headings for each section.

Your report should include:

- Brief background information on the company – it is important that you have a good understanding of the company you are working for, so we want you to include that information in the report. However, information on what you did and what you learned should be the main focus of your internship report.
- A discussion of what you did during your internship. If you were given a specific problem to work on, discuss the problem and what you did to resolve the problem. If you shadowed someone, discuss what that person's job is and how it fits into the overall operation.  
Whatever your job duties were during the internship – talk about it!
- A discussion of how you were able to apply what you have learned in the classroom in the “real-life” experience and how this internship will benefit you in your future plans.
- An updated resume including your internship experience should be included at the end of the report.

**NOTE:** It is very important that you discuss the contents of your report with your internship employer to ensure that company confidentiality policies are adhered to. If during your internship you were privy to confidential information, please do not include that information in your report!

- The report must be submitted **at least two weeks** prior to your meeting with the Committee. Keep this in mind if your report needs to be approved by the company you are working for – be sure to complete your report early enough to ensure you receive approval before your submission deadline.
- Your report will be reviewed by a member of the internship committee and you will be contacted with comments and if deemed necessary you will be given the opportunity to strengthen your written report.
- Keep in mind that while your report will be reviewed with an opportunity for edits, the report you submit should be not be considered a rough draft, it should be of quality to submit for grading.
- Your final edited report is due **at least 48 hours (2 days)** prior to your meeting with the Committee.

For grading of written report – **25 total points** will be assessed. Each member of the committee will evaluate your written report based on the rubric below. Your points assessed will be the average of the scores from the committee members.

Written report rubric (average score of all Internship Committee reviewers):

	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Company Background</b>	Minimal overview of the company.	Incomplete overview of the company.	Concise overview of the company with limited history, products/services and customer base.	Concise overview of the company including history, products/services and customer base.
<b>Internship Description</b>	Description of internship duties is poorly organized and lacks details.	Description of internship duties includes minimal details and is somewhat organized.	Description of internship duties is presented in an organized fashion and includes a moderate amount of detail.	Presents internship duties in a detailed, but concise, logical and organized fashion.
<b>Application of classroom into "real world"</b>	No understanding of how principles learned in the classroom were applicable to the internship.	Minimal attempt to evaluate how principles learned in the classroom can be applied to this internship experience.	Some evaluation of how principles learned in the classroom can be applied to this internship experience.	Thoughtful evaluation of how principles learned in the classroom can be applied to this internship experience.
<b>Contribution to future career</b>	Minimal insight with little or no explanation on how and why the internship could contribute to future career decisions and opportunities.	Weak insight with little explanation on how and why the internship could contribute to future career decisions and opportunities.	Some insight including explanations on how and why the internship could contribute to future career decisions and opportunities.	Strong insight including explanations on how and why the internship could contribute to future career decisions and opportunities.
<b>Spelling and Grammar</b>	Extensive spelling and grammatical errors.	Some spelling and grammatical errors.	No spelling errors but some grammatical errors.	No spelling or grammatical errors.

**4) Oral Presentation** – Following completion of your internship, you will give an oral presentation to the Internship Committee which is comprised of several faculty members and the instructor. Please read the grading rubric carefully before preparing your presentation.

- You will prepare a 10-minute PowerPoint presentation of 10-15 slides.
- The content of the presentation should mirror the report and should include photos from your internship experience.
- Be mindful of the font size for your presentation to ensure your audience can read it. Target a minimum font size of 28 pt. Use contrasting colors between the text and background color to ensure readability.

Your report presentation should include:

- Title slide photo (name, major, academic standing, dates of your internship, and company name and location where you interned)
- Background slide on the company
- Overview slide on your supervisor (name and job title)
- Overview slide of what you did during your internship
- Bullet slide on major lessons learned during your internship
- Bullet slide on how this internship will benefit your future plans
- Conclusion slide
- Thanks and question slide

Your presentation should be saved on a USB drive and brought with you to your meeting with the Internship Committee. Proper dress is **business casual**. The day/time of your presentation will be determined at the beginning of the semester in which you register for credit.

For grading of oral presentation – **25 total points** will be assessed. Each member of the committee will evaluate your presentation based on the rubric below. Your points assessed will be the average of the scores from the committee members.

Oral presentation rubric (average score of all Internship Committee reviewers):

TRAIT	1	2	3	4
<b>NONVERBAL SKILLS</b>				
Maintains good eye contact and rapport with audience without excessive use of notes.	No eye contact with audience, as entire report is read from notes.	Displayed minimal eye contact with audience, while reading mostly from the notes.	Consistent use of direct eye contact with audience, but still returns to notes.	Holds attention of entire audience with the use of direct eye contact, seldom looking at notes.
Exhibits good body language that enhances the presentation.	No movement or descriptive gestures.	Very little movement or descriptive gestures.	Made movements or gestures that enhances articulation.	Movements seem fluid and help the audience visualize.
Controls anxiety to present a relaxed presentation without verbal errors.	Tension and nervousness is obvious; has trouble recovering from mistakes.	Displays mild tension; has trouble recovering from mistakes.	Makes minor mistakes, but quickly recovers from them; displays little or no tension.	Student displays relaxed, self-confident nature about self, with no mistakes.
<b>VERBAL SKILLS</b>				
Speaks clearly with confidence, enthusiasm and authority.	Does NOT speak clearly with confidence, enthusiasm and authority.	SOMETIMES speaks clearly with confidence, enthusiasm and authority.	OFTEN speaks clearly with confidence, enthusiasm and authority.	ALWAYS speaks clearly with confidence, enthusiasm and authority.
<b>CONTENT</b>				
The presentation is concise, clear, logical and includes all the requested elements.	The presentation is NOT concise, clear, logical and does not include all the requested elements.	SOME of the presentation is concise, clear, logical and includes some of the requested elements.	MOST of the presentation is concise, clear, logical and includes most of the requested elements.	The presentation is CONSISTENTLY concise, clear, logical and includes all the requested elements.

Slides are clear, well organized with appropriate use of color and effects.	Slides are NOT clear or well organized and lack appropriate use of color and effects.	SOME of the slides are clear and well organized and there is some appropriate use of color and effects.	Slides are MOSTLY clear and well organized and most contain appropriate use of color and effects.	Slides are CONSISTENTLY clear, well organized with appropriate use of color and effects.
Effectively answers related questions.	Effectively answers NONE of the related questions.	Effectively answers SOME of the related questions.	Effectively answers MOST of the related questions.	Effectively answers ALL related questions.

**5) Adherence to deadlines – 10 total points** will be assessed The first draft of the written report is due at least 2 weeks prior to the date of your presentation and the final written report and student feedback form are due at least 48 hours prior to the date of your presentation. Points will be assessed as follows.

Timely submission of written report:

First draft of report submitted 2 weeks prior to date of presentation and final report submitted at least 48 hours prior to date of presentation = 5 pts

First draft of report submitted late and/or final draft of report submitted 24 hours prior to date of presentation = 2 pts

Final report submitted less than 24 hour prior to date of presentation = 0 pts