AVS 4390 – Internship in Aviation

Class Schedule:
Time: TBD
Schedule: TBD
Location: TBD

COURSE SYLLABUS

Faculty Information:
Supervising Instructor: Timothy Compton  E-mail: timothy_compton@baylor.edu
Phone: 710-8667 (office/voice mail)

All faculty members who are supervising students actively engaged in an aviation internship will provide posted office hours and will be available during those office hours to provide guidance or answer questions. Additionally, questions may be submitted via the faculty contact information located on this syllabus.

Course Description:

Aviation Science majors will receive up to 3 credit hours for completing a supervised internship with an established aviation company or firm. Standard internships run during a summer semester of six to fifteen weeks or throughout a fall or spring semester of twelve to fifteen weeks. An internship position should be secured prior to the end of the spring semester of the junior or senior year for students fulfilling internship experiences during the summer. Each internship must be approved by a faculty advisor.

Course Objectives:

For successful completion of this course, the student will:

- compile a resume and cover letter prior to seeking an internship.
- seek and acquire an internship position with the approval of the faculty supervisor
- submit the Baylor Aviation Internship Proposal Cover Sheet (page 9).
- be under the supervision of a professional in the aviation or space industry.
- work a minimum of 80 hours in an approved operation to earn three credit hours.
- remain responsible for completing all assignments and for routinely communicating with the faculty advisor during the internship experience.

Pre-Requisites

Prior to enrolling in AVS 4390 “Aviation Internship,” students must meet all requirements of the internship for which they are making application. If minimum GPA and/or academic standings are not published for a particular internship, the student must,

- have a minimum grade point average (GPA) of 3.0 reflected on a current transcript.
- Hold academic standing at either the junior or senior level.
Internship Requirements/Grading

An internship is designed to assist students in taking maximum advantage of the educational potential and personal development opportunities found in an internship experience during the student’s senior year. The internship provides a framework for students to be introspective about their personal growth objectives, their strengths and weaknesses in an organizational context, and their desire for future career direction. The company and industry analysis sections of the course also provide an opportunity to apply the knowledge gained from courses already completed in the Aviation Sciences program.

The primary outcome objective of the internship is for students to systematically evaluate themselves and the organization in which they work to determine: “If offered a career employment opportunity with this organization upon graduation, 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/culture. Internship requirements and grading will focus on six elements outlined below. Due dates for assignments are determined by the administering professor.

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<tr>
<td>1.</td>
<td>Self-Appraisal</td>
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<td>2.</td>
<td>Weekly Journal</td>
<td>150</td>
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<td>3.</td>
<td>Industry Analysis</td>
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<td>4.</td>
<td>Company Analysis</td>
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<td>5.</td>
<td>Interviews</td>
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<td>6.</td>
<td>Final Paper</td>
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<td>7.</td>
<td>Supervisor Evaluations</td>
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<td><strong>Total 650 points</strong></td>
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Grades will be assigned as follows:

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<tr>
<th>Grade</th>
<th>Points</th>
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<tr>
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<td>598-650</td>
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<tr>
<td>A-</td>
<td>585-597</td>
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<tr>
<td>B+</td>
<td>572-584</td>
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<td>B</td>
<td>533-571</td>
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<td>B-</td>
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<td>C+</td>
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1. **Self Assessment and Weekly Journal (200 points)**

At the beginning of the internship, describe four to six personal objectives of things you would like to accomplish and/or ways you would like to grow. Consider including personal skill development as well as interpersonal development and the application of the knowledge base you have currently obtained in the Aviation Science program. The suggested length is 1-2 pages. (50 points)

Through the internship period, come back to these objectives and comment regarding how you are (or are not) progressing on each one. **Each week** you should capture the following information in your journal:

a) What assignment(s) have you worked on?

b) What primary knowledge and/or skills did you need to draw upon?

c) How much guidance, direction and supervision were you given? Was it effective?

d) With whom did you interact? Comment on any strong or weak interactions.

e) On a 1 to 5 scale (5 being highest) how would you note/assess your performance this week? What is the basis upon which this “grade” is given?

f) What could have been done (by your or others) to make this week more productive?

The Self Assessment is due by 10am on the second Monday of your internship. The Self Assessment is worth a maximum of 50 points.

The Weekly Journals should be submitted each week and delivered **no later than 9am** on the Monday following the week of your write-up. The Weekly Journals span your internship period and are worth a maximum of 150 points.
2. **Industry Analysis**  (maximum of 100 points)

This will require some research and/or discussions with co-workers familiar with the industry and/or conversations or research with industry analysis or trade publications.

Detail in your Analysis:

a) Who are the major players in this industry?

b) What are the influences from local, national, and/or international economic conditions that affect the industry?

c) Has the industry grown financially (gross revenues) over the last 3 yrs?

d) What key factors have fueled the growth or caused the decline?

e) Is this a good industry to invest in, if you had funds or venture capital? Why or why not?

f) What is it about this industry that appeals to you?

* This analysis is due by 9am Monday on the 6th week of your internship
3. Company Analysis  (maximum of 100 points)

Within the general industry, where does this organization stand/rank? Does it face the same constraints and opportunities as other firms in the industry? How does it distinguish itself? Does it have a clearly defined mission and strategic plan? If not, put one together based on your observations or at the very least detail your recommendations. If so, what is it and evaluate how effectively it is being implemented. Characterize and assess the effectiveness of the organization’s internal culture and leadership. Is the current culture an asset or a liability in getting the work of the organization accomplished? If you were in a position to influence the organization what changes would you make and why?

* This analysis is due by 9am Monday on the 7th week of your internship
4. **Interviews** (maximum of 100 points)

You will interview a minimum of 3 key individuals in the organization/company. The interviews should be 30-45 minutes each and you should write up the results of each interview to turn in with your journal and other materials. If possible, you should interview the CEO and CFO or other high ranking managers to whom you can gain access. You should also interview middle managers and one or two first level supervisors. You should structure your own interviews and as a minimum include the following:

a) Responsibilities – current and past.

b) Academic and work background – length of time in this job and with the company.

c) Likes/dislikes about the job and organization.

d) Energy level and enthusiasm for their work (rate 1-5, 5 being highest).

e) What they would change about the organization if they could.

f) What advice they would have for a new employee who wants to do well.

* This interview is due by 8am Monday on the 8th week of your internship
5. **Final Paper** (maximum of 100 points)

In addition to turning in the above mentioned materials you should submit a paper (of at least 2 pages) discussing **all** of the following:

a) How would you evaluate the organizational culture? Does it stimulate or inhibit creativity?

b) What are the strengths and weaknesses of the organization?

c) What could the organization do to improve itself?

d) What contribution did you make to the organization in this internship?

e) What did you gain from the internship?

f) What did you discover during your internship that needs improvement?

g) Would you work for this company if offered full-time employment? Why or why not?

* Your Final Paper is due one week before the start of final exams for the given semester.*
6. **Supervisor Evaluations**  (maximum of 50 points)

Your supervisor will provide two (2) electronically submitted evaluations of your performance; one at the mid-point and one at the end of the internship, via the Internship Supervisor Evaluation Form (http://www.baylor.edu/aviation/index.php?id=68825). A copy of the electronically submitted evaluation will be provided to the professor administering the internship.

* This evaluation is due one week before the start of final exams for the given semester.
# BAYLOR AVIATION INTERNSHIP PROPOSAL COVER SHEET

## Student Information

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<th>Student Name</th>
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<tbody>
<tr>
<td>Internship Location:</td>
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<td>Position Title:</td>
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<tr>
<td>Internship Supervisor Name/Title</td>
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<td>Phone:</td>
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<td>Course number (ex. MSTD A408 or A508) and section number</td>
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<td>Semester Registered (Fall, Spring or Summer and Year)</td>
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<td># of credits</td>
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<td>Compensation (if any) and source (ex. work study, hourly wage, RA, etc.)</td>
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<td>Faculty Internship Advisor</td>
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