



ENT 369 Professional Practice in Entrepreneurship & Innovation Spring 2026

Management Department

Miller College of Business

Instructor: Dr. Rob Mathews
Office: OW131
Phone: 765-285-9110
Email: rmathews@bsu.edu

Course Description

Professional experience as an intern with an approved, for-profit or nonprofit organization under the supervision of a departmental faculty member. Students may receive up to 3 credit hours.

Course Pre-requisites

MGT 300; permission of the department chairperson or internship coordinator. Open only to business administration/management majors.

Required Text

None

Course Objectives

In addition to the student's individual goals related to his/her career interests, students successfully completing this Entrepreneurship Internship experience should be able to:

1. Enhance their on-the-job communication skills.
2. Enhance their applied knowledge of management and entrepreneurship principles.
3. Gain experience applying various management technologies to real-world management problems/issues.
4. Enhance their sensitivity to ethical issues that often surface in the workplace in a real-world setting.

Communication

The best way to contact me is via Canvas Inbox or email. If you would like to talk over Zoom or phone, please email me to find a time that works for both of us.

Grading

Each student's grade will be determined by his/her performance on the following components:

	Points
Mid-Stage Bi-Weekly Logs	150
Final Report	250
Internship Supervisor's Evaluations	150
	550

Overall Grading Scale:

A	94 - 100%	C	74 – 76.99
A-	90 - 93.99	C-	70 – 73.99
B+	87 – 89.99	D+	67 – 69.99
B	84 – 86.99	D	64 – 66.99
B-	80 – 83.99	D-	61 – 63.99
C+	77 – 79.99	F	Below 60.99

Mid-Stage Bi-Weekly Logs

During Weeks 3, 5, 7, 9 and 11, you will write and post bi-weekly log entries. See Canvas for specific due dates. If you worked on weekends for a particular week, you may discuss your work over the weekend as well. A Bi-weekly log does not have to be long or academically written. Two or three paragraphs per log, as you would write in your personal diary, will be sufficient. However, be sure to include a detailed explanation so I can fully make sense of your experiences and thoughts.

The log entries can be about a memorable experience(s) that you had that week, a task that you found particularly interesting or difficult, a conflict that you might have had with your supervisor or coworkers, an external event that you attended as an intern, meeting someone who inspired you career-wise, etc. You may add photos or other attachments to accompany your log if you'd like. Have fun keeping this log. Late submissions will lead to an automatic loss of 10% from your final score.

Final Report

Each student must submit a final summary report on their internship experience. The report should be written professionally in a Microsoft Word document. It should be no more than 8 pages (font size 12, double-spaced, standard margins) and submitted via Canvas by by **11:59 pm, Sunday, of Week 14**.

Late submissions may lead to an automatic loss of 10% from your final score.

The report must include the following:

1. Main goal(s) that you initially planned to achieve through this internship experience
2. Description of your main tasks and responsibilities: Do not copy-and-paste from the job description that you previously submitted for registration. This description should be

based on your *actual* experience.

3. Any specific instance(s) where you were able to apply your HR knowledge/skills acquired in the classroom prior to your internship
4. New knowledge/skills learned during your internship: Be specific about what knowledge/skills and how you acquired them
5. Challenge(s) you faced during your internship and how you addressed them
6. Self-evaluation of your performance as an intern: A brief description of things that you did well and/or aspects which you could improve on
7. Any additional thoughts/experiences that you would like to share if there is any

There is no specific format for your report. As long as it is professionally written and includes all the components listed above, it will be well accepted.

Supervisor Evaluations

The link to the evaluation survey (in Qualtrics) is in Canvas. It is your responsibility to get it to your supervisor, and ask them to complete the survey. Please make sure your supervisor completes the Qualtrics survey by **Sunday, 11:59 PM of Week 15**. Once the survey is received, I will let you know by “grading” the assignment in Canvas. Late submissions will lead to an automatic loss of 10% from your final score.

COURSE POLICIES

College Policy on Academic Honesty

Every student should be aware of the Student Academic Ethics Policy put forth by BSU. Copies of the full policy statement are available at:

<http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode/VIIEthicsPolicy.aspx>

Students are expected to be honest in their academic work. The University reserves the right to penalize any student whose academic conduct at any time is, in its judgment, detrimental to the University. Such conduct shall include cases of plagiarism, collusion, cheating, giving or receiving or offering or soliciting information in examinations, or the use of previously prepared material in examinations or quizzes. Violations should be reported to your course instructor, who will investigate and adjudicate them according to the Student Academic Ethics Policy. If the charges are found to be true, the student will receive a penalty, up to and including an “F” in the course.

Artificial Intelligence: do NOT use ChatGPT or any other artificial intelligence aid to complete your reflections or final paper. To do so is considered plagiarism. You need to use *your voice*, and I want to read it.

Moreover, academic dishonesty will only hurt your ability to learn and apply the concepts covered in the course. You are here to learn and doing things *the right way* will enhance your learning and better prepare you for a future career.

Accommodations

If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements, please let me know as soon as possible. Ball State's Disability Services office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

University Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.