

# RMIN 4800: INTERNSHIP IN RISK MANAGEMENT AND INSURANCE

A practical/applied experience in Risk Management and Insurance

## INSTRUCTOR

Dr. David Eckles  
A428 Moore-Rooker Hall (Office)

## CONTACT INFO.

706.542.3578 (Office)  
(Please see my e-mail policy below)

## OFFICE HOURS

by appointment  
(Mon. – Thurs)

## COURSE OBJECTIVES

The goal of this course is to offer practical experiences related to your major and provide an opportunity for you to explore career and industry opportunities. An internship should broaden your educational experience by giving you the opportunity to work with practitioners in the field and providing you with an opportunity to apply your academic experiences in a professional setting. Your internship should also help strengthen your professional skills, as well as help you understand the structure and operation of a working organization.

To assure that these objectives are met, you should be proactive with your employer by asking to be involved in special projects, meetings, and any other tasks that will broaden your understanding of your employing firm and the industry. Your internship experience, along with the knowledge gained in your other risk management and insurance (and related) courses, is an important building block that will enable you and your future employer to build a successful career.

## COURSE PREREQUISITES

You must:

- be a risk management and insurance major.
- have successfully completed the risk management and insurance principles course (RMIN 4000).
- have earned 60 semester hours prior to the term in which you will be working.
- have a minimum overall GPA of 2.5.
- have completed a job confirmation form prior to enrolling.
- be enrolled in the course, and employed, the same semester for which you are receiving credit.

## COURSE REQUIREMENTS

To receive credit for your internship, you must work at least 150 hours for 3 hours credit or at least 300 hours of work for 6 hours credit in an area relevant to your area of study. In addition, you must receive compensation of at least \$8.00/hour and complete the internship project as described below. Each of these three requirements must be completed to receive credit for your internship.

**All the requirements must be met upon completion of the internship. In other words, if you apply for 6 hours credit and you see you will not be able to complete the required 300 hours of work, please contact the department so your credit hours can be reduced to the 3 credit hour level. Failure to do so will result in a reduction in your grade proportional to your hours worked. Also note that if you state on your Job Confirmation Form that you will receive at least the minimum level of compensation but you receive less or no compensation, *you will not be given credit for your internship*, as you have not met the requirements of the course.**

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### Internship Project\*:

	<b>Weight</b>
*Specific details related to the project are provided on the attached assignment sheet	
Photograph of you and your employer's sign	5%
One page summary of internship	10%
Paper analyzing employer and activities	35%
Journal of daily activities	15%
Evaluation from your supervisor	35%
<b>Total</b>	<b>100%</b>

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## **COURSE DEADLINES:**

We **STRONGLY** encourage those in need of a reported grade (e.g. for graduate school applications, graduating the following semester, etc.) to turn their assignments in by the end of semester deadline.

- If you are scheduled to graduate at the end of the semester in which you are enrolled in your internship or you would like a grade reported by the end of the semester, all materials must be submitted to the department office, A405 Moore-Rooker Hall, no later than 5:00 p.m. on the last day of classes for that semester. Note that summer interns must submit their materials on the last class day of the thru-session. You will receive a letter grade as part of the normal grade reporting cycle for the semester.
- If you are not scheduled to graduate and you do not need a grade reported for any other reason by the end of the semester in which you are enrolled in your internship, all materials must be submitted to the department office, A405 Moore-Rooker Hall, no later than 5:00 p.m. on the last Friday of September for Summer interns, last Friday of February for Fall interns, and the last of Friday of June for Spring interns. If you choose this option, you will receive an "Incomplete" ("I") at the end of the semester in which you are interning. This "I" will be changed to a letter grade at the end of the semester following your internship.

Please note that ALL of internship project requirements must be handed in at the same time. If this is not the case, the date on which the last requirement is received will set the day the entire internship was submitted.

## **ACADEMIC HONESTY:**

All academic work must meet the standards contained in "A Culture of Honesty." Each student is responsible to inform themselves about those standards before performing any academic work. In other words, you are expected to be familiar with the University's policy regarding academic honesty (<http://www.uga.edu/ovpi/honesty/acadhon.htm>). In all aspects of the class, you are expected to do your own work. All incidences of suspected deviation from academic honesty would be dealt with through appropriate judicial channels.

## **E-mail POLICY:**

I receive an inordinate amount of e-mail each day. You can help me with this problem in two ways. First, if you carefully read the syllabus and related documentation before you e-mail me, you may find the answer to your question. Most common questions are answered in resources (including this syllabus!) available online at <http://advising.terry.uga.edu/risk-management/career/>. In particular, be sure to check the links to the "FAQ" and "Internship Due Dates—Flowchart" in the "RMI Internship Program" section.

In order to avoid an unnecessary reduction in your grade, do not e-mail me to ask about an issue discussed in the syllabus, do not e-mail me to ask about an issue discussed on the internship website, do not e-mail me to ask when the grades will be posted. The grades will be posted by the end of the semester in which you turned in your assignments. E-mails that ask questions answered on the syllabus or in the supporting documentation will not be answered.

If you need to e-mail me, please help your e-mail avoid my junk mail filter by using the course number in the subject line of your e-mail. For example, use the subject line "RMIN 4800 – Question". This is really helpful when I am sifting through the junk mail folder, where your e-mail will more than likely end up. Also, please do not expect instant replies to e-mails. I try to check my e-mail each day and will do my best to provide you with a timely response. My e-mail address is [deckles@uga.edu](mailto:deckles@uga.edu).

Finally, unless there is an issue with registration, please do not email your advisor regarding the class. **All class related communication should be with me.**

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***The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.***

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# INTERNSHIP PROJECT

## Assignment Guidelines

To successfully complete the internship course and earn credit, you must complete the appropriate number of hours of on-site work activity and submit the following requirements:

- a. Photograph of yourself next to your employer's sign
- b. One-page summary of your internship activities submitted both on paper and via e-mail
- c. Paper analyzing your employer and your activities
- d. Journal of your daily activities
- e. Supervisor confirmation form

Note that the INS/LS/RE department will also obtain feedback on your performance from your supervisor. Please keep the department informed as to changes in the information related to your supervisor submitted in your job confirmation form.

Please note that this project makes up a substantial portion of your course grade and should be done in a professional manner. ALL of the internship project requirements must be handed in at the same time. If this is not the case, the date on which the last requirement is received will set the day the entire internship was submitted. Note that severe penalties are assessed for late work.

### **Assignment Deadline:**

**We STRONGLY encourage those in need of a reported grade (e.g. for graduate school applications, graduating the following semester, etc.) to turn their assignments in by the end of semester deadline.**

If you are scheduled to graduate at the end of the semester in which you are enrolled in your internship or you would like a grade reported by the end of the semester, all materials must be submitted to the department office, A405 Moore-Rooker Hall, no later than 5:00 p.m. on the **last day of classes for that semester**. Note that summer internship credit is based on the thru-session calendar, thus their materials must be on the last class day of the thru-session. You will receive a letter grade as part of the normal grade reporting cycle for the semester.

If you are not scheduled to graduate and you do not need a grade reported for any other reason by the end of the semester in which you are enrolled in your internship, all materials must be submitted to the department office, A405 Moore-Rooker Hall, no later than 5:00 p.m. on the last Friday of September for Summer interns, last Friday of February for Fall interns, and the last Friday of June for Spring interns. If you choose this option, you will receive an "Incomplete" ("I") at the end of the semester in which you are interning. This "I" will be changed to a letter grade at the end of the semester following your internship.

Please note that ALL of internship project requirements must be handed in at the same time. If this is not the case, the date on which the last requirement is received will set the day the entire internship was submitted. Assignments will not be accepted via email.

### **Penalty for Late Assignment:**

For each day that your assignment is late, you will be assessed a 7.5 percentage point penalty off the entire project grade. Please note that ALL of the internship project requirements must be handed in at the same time. If this is not the case, the date on which the last requirement is received will set the day the entire internship was submitted.

### **Specific Details about the Requirements:**

- a. Photograph of You and Your Employer's Sign. Arrange for a **color** photograph (a snapshot is fine) to be taken of you standing next to a sign with your internship firm's name. **The photograph must be a 4x6 or 5x7 photographic-quality print on photo-quality paper. You will receive no credit for a photograph that does not meet these specifications.** Please write your name and the date it was taken on the back of the picture. If several students are employed by the same firm at the same time, try to arrange for all students to be in the same picture. Write the name of each student on the back of the picture, as well as the photo date. In this case, **all students** should submit a copy of the photograph. The Department may post photographs on a bulletin board, on the web, or display them in other ways to help other students envision the possibility of a work experience similar to yours.
- b. One-Page Summary of Your Internship. Your one page-summary should give the reader an understanding of the internship firm and duties. Please note that your one-page summary may be shared with future students considering the possibility of an internship, so do not include any confidential information. Include the following in a coherent manner, limiting yourself to only one page: your name, company name, location of your internship, dates you worked, a short description of your major activities, a short explanation of any special projects you worked on, and any other information that you think would be of interest to future students considering an internship. **You must also e-mail the internship summary to [rmin@terry.uga.edu](mailto:rmin@terry.uga.edu) using the subject line "Internship Summary". Your attachment must be in a Word file.**

- c. Paper Analyzing Employer and Activities. This paper is to be based on your work experience and is your most important written assignment and will be scrutinized most closely by the instructor. It should be 10- 20 pages typed, excluding appendices. Use headings and subheadings to organize your paper. Also be sure to include page numbers. Be sure to include references to the work that you cite or paraphrase in your paper. Feel free to use your preferred font and spacing (i.e. single versus double space). However, keep in mind that this paper will be carefully examined by your instructor. To that end, using unusually large fonts/spacing/etc. will be noticed by your instructor and may result in a lower grade.

A title page should be included with your paper and must include the following information: your name, ID number, e-mail address, supervisor name, company name, and the dates of your internship. This page should not be included in the page count nor should it have a page number.

As with any paper, you should write a good story. Tell about the employing firm, including its corporate structure, its strategic plan and prospects for the future, and your assessment of the firm's future growth prospects. You should describe your internship experience, especially emphasizing important experiences, such as special projects you handled. What were your responsibilities and how did they vary from what you expected? What contributions were you able to make to the firm during your internship? How might the internship at the firm at which you were employed be improved in the future? Tell about career opportunities at the firm, e.g., which positions may fit you the best, and why. Be honest and critical. Finally, as always, keep in mind that the academic honesty policy requires that you provide appropriate credit to work cited (including using appropriate punctuation to note quotations).

*Some Hints for a Good Paper.* The best internship papers consistently are generated by good internship experiences. While the faculty and staff may help you with job placement, *you* are the one person who can make the internship a complete success. Ask your job supervisor to provide you with a varied experience. Be proactive – ask for special projects, meetings to attend, and any other tasks that will broaden your understanding of your employing firm and the industry. Not only will your paper for this course be better, but you will be gaining valuable experience that will be recognized when you enter the job market.

You undoubtedly will want to discuss topics in your paper with your immediate supervisor, but also try to interview a high-ranking (the higher the better) officer with the employing firm. A suggestion is to try to interview your boss's boss, realizing that your boss may be the top executive in some cases. Interviews are often a great way to increase the quality of your paper. If you work for a very small firm, such as an insurance or real estate agency, perhaps you can arrange interviews with a regional officer or a product supplier to supplement information from your employing firm's owner or manager. Ask your interviewee about the firm's strategic plan and growth prospects. Which areas or divisions of the firm will grow rapidly and which will grow slowly? Why? What problems might negatively affect the firm in the future? What are some good career paths for a recent college graduate entering the firm? These areas of discussion are only suggestions. Use your creativity and knowledge of the firm to develop your own list of questions prior to the interview. The interview you conduct should not be reported verbatim. If your interviewee is helpful, which he/she almost always is, you should generate plenty of useful information that can be incorporated into the body of your paper.

- d. Journal of Daily Activities. You should keep a daily written record of your on-the-job activities. Although this journal primarily is to help you in preparing your paper and your one-page internship summary, you must submit it to the instructor, as stated previously. The journal may be hand-written or typed, and you may submit it in a bound notebook or on loose-leaf paper. Be sure the dates of entry are kept in progressive order. Entries in your journal should focus on your major activities. Entries should be more detailed for days on which you performed special projects, such as preparing a proposal, analyzing a project, or calling on a client. On days when you performed routine activities, you may enter only a sentence or two. Note that it is actually very easy to identify journals completed after the fact. The journal should be used as a learning tool.
- e. Supervisor Confirmation Form/Report From Your Supervisor. During the semester you will receive a link to complete a form to provide the information regarding the contact information of your supervisor. An evaluation will be emailed **by the Department to your supervisor** (as specified on your supervisor confirmation form) near the end of the term in which you are enrolled. **You must complete the Supervisor Confirmation Form. A delay in completing this form will negatively impact your evaluation score.** The completed evaluation must be returned directly from your supervisor to the department. Please do not contact the instructor (or advisor) with regards to the receipt of the evaluation by your supervisor.

### Special Notes:

- Keep in mind that you are receiving 3-6 hours credit for this internship. The presentation of your assignments should be done in a professional manner, **including proper binding/preparation of your materials. Do not hand in materials that are not organized in some way.**
- The one-page summary and the photograph should be placed in an envelope (no smaller than 9 x 12) and attached to the internship paper (In other words, your summary and picture should not be bound together with your paper, journal, or anything else.). Please be sure to put your name and ID number on the envelope. **Do not fold the summary or photograph.**
- Please note that your participation in the internship program grants the department permission to use your one-page internship summary and the photograph(s) to advertise the internship program through web postings, a bulletin board, inclusion in a notebook or booklet, or any other means reasonably used by the ILSRE Department to promote the RMIN/REAL 4800 courses.
- Assignments will not be accepted via email.