

REAL 4800: INTERNSHIP IN REAL ESTATE

A practical/applied experience in real estate

INSTRUCTOR

Dr. Henry J. Munneke
201 Brooks Hall (Office)

CONTACT INFO.

706.542.0496 (Office)
(Please see my e-mail policy below for my e-mail)

OFFICE HOURS

by appointment
(Mon. – Thurs)

COURSE OBJECTIVES

The goal of this course is to offer not only practical experiences related to your major, but also 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 provide you with an opportunity to apply your academic experiences in a professional field setting. Your internship should also help strengthen your professional skills, as well as help you to 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 real estate (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 real estate major.
- have successfully completed the real estate principles course (REAL4000).
- have 80 semester hours earned 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 the same semester for which you are receiving credit.

COURSE REQUIREMENTS

Internship Project*:

<u>*Specific details related to the project will be provide on the attached assignment sheet</u>	<u>Weight</u>
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%
Total	100%

COURSE DEADLINES:

- If you are scheduled to graduate at the end of the semester in which you are enrolled in your internship, all materials must be submitted to Kathy Cohen no later than 5:00 p.m. on the last day of classes for that 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 Kathy Cohen, no later than 5:00 p.m. on the midterm date (not the withdrawal deadline) of the semester after the one in which you are enrolled in 4800. Spring interns must have their materials into the department by the midterm date of the Summer Thru Session.
- All pertinent dates related to these deadlines can be found on the University's academic calendar.
- 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 assignment sheets before you e-mail me, you may find the answer to your question. 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 "REAL 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 hmunneke@terry.uga.edu.

INTERNSHIP PROJECT

Assignment Guidelines

To successfully complete the internship course, 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. Report from your supervisor (we will obtain)

Please note that this project makes up a substantial amount of your course grade and should be done in a professional manner. Also note that severe penalties are assessed for late work.

Assignment Deadline:

If you are scheduled to graduate Fall 2009, all materials must be submitted to Kathy Cohen no later than 5:00 p.m. on the last day of classes, which is Tuesday, Dec. 8th. If you are not graduating summer, all materials must be submitted to Ms. Cohen no later than 5:00 p.m. on the midterm date of Spring Semester, Tuesday, March 2nd. 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% 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 are:

- 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. 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 names of the students pictured, as well as the photo date, on the back of the picture (the name and date should be included on the back of the picture even if there is only one student in the picture). 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 Internship. Your one page-summary should give the reader a firm 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 items. 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.

Special Notes:

- The one-page summary and the photograph should be placed in a 9 x 12 (approx) envelope 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.
- You must also e-mail the internship summary to realestate@terry.uga.edu using the subject line "Internship Summary". Your attachment must be in a Word file format or a plain text document.
- 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.

- 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 typed and between 10- 20 pages in length, 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.

A title page should be included with your paper and must be included the following information: your name, ID number, e-mail address, supervisor name, company name, & 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 are 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.

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.

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.

- 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. Report From Your Supervisor. A letter and form will be mailed by the Department to your supervisor (as specified on your job confirmation form) near the end of the term in which you are enrolled. The completed form must be returned directly from your supervisor to the department.