Vision Statement

Our vision is to develop world-class leaders and scholars who are as diverse as the challenges they face and the enterprises they grow. AGSM is a premier center of management and research and education with a distinctive focus on developing the knowledge, skills and tools required to lead and manage growth.

AGSM is a place to:
• Understand how to identify and evaluate opportunities for new and growing ventures; learn how to manage and sustain opportunities for growth in organizations, industries, markets, and communities;
• Grow personally and professionally as a business person, manager and community leader; and
• Fuel passion for discovery and innovation.
Fieldwork in Management Overview

The fieldwork in management course is designed to provide students the opportunity to gain meaningful work experience by exploring jobs in various industries and work environments. This allows them to combine academic knowledge and skills acquired in the classroom and apply these in a business setting working on real-world projects.

The fieldwork course provides students with opportunities to:

• Gain meaningful work experience by exploring jobs in various industries and work environments.

• Combine academic knowledge and skills acquired in the classroom.

• Apply newly-learned skills in a business setting while working on real-world projects.

• Demonstrate the ability to bring serious analytical thinking to problems of strategic importance in business.

Students are responsible for getting approval in advance of starting their fieldwork, for regular meetings with their internship advisor, and for completing a paper detailing their fieldwork experience. The fieldwork grade is based upon this summary.

Student Commitment

The Academic Internship component of the AGSM Graduate Program is a significant part of your educational process that you can use to grow your career. With that in mind, students are encouraged to find an internship project in a job function that corresponds with your career goals.

The program is designed for you to obtain MBA level work experience, build your resume, and develop your skills while applying your recently acquired knowledge from your MBA coursework.

In order for the student to receive course credit for successfully completing an internship, the project must be no less than 120 hours worked and no less than five weeks in duration. Furthermore, the internship position cannot consist of more than 20% in clerical duties performed.

To ensure a positive internship experience for both you and the company you work for, students are expected to follow these guidelines:

• Identify a project that correlates with your career and academic interests.

• Maintain open, regular communication with the employer.

• Demonstrate the ability to work with teams in a corporate environment, maintain effective communication and interpersonal skills as evaluated by the employer.

• Exercise professional judgment through maintaining confidentiality of the organization’s records, exhibiting professional behavior at all times, and providing a quality report that reflects responsibility in business.
• Demonstrate prescribed research skills and knowledge of resources to find information and analyze selected industries and companies.

• Demonstrate abilities in time and project management by completing assignments on or ahead of schedule.

• Produce a written report following the criteria of the Field Work in Management Project Guidelines (298I).

Standards and Requirements

The primary purpose of the fieldwork in management/required experiential learning is to bridge the gap between the classroom and the corporate world by providing students the opportunity to apply classroom learning in real management situations. It also helps students explore career options, develop contacts, and build their resume with work experience. Students receive academic credit and a letter grade for the course.

The credit is given for the academic component of the course (project), not for the work experience itself.

It is the academic supervisor’s responsibility to see that students are required to generate some valuable academic learning from the experience. The academic component should be spelled out in the proposal that each student submits to the academic supervisor. The Petition for Fieldwork in Management (298I) form asks you to:

• Provide a detailed statement of the scope of duties you will be performing during your fieldwork.

• Describe academic knowledge and skills acquired that will be applied during this fieldwork.

• Description of the paper, project that you will produce and provide to the academic supervisor and career services.

• Details of regular interaction you will have with the faculty supervisor throughout the fieldwork period.

• The written product normally takes the form of a paper (usually 10 to 20 pages, see project outline and format instructions) that applies some course concepts to the work the student has done or presents an analysis of aspects of the organization and/or its practices as observed by the student. In some cases the student’s job is to produce a report or plan for the organization. The student will discuss the details and expectation of the paper with the faculty advisor.

• A minimum of 120 hours at the fieldwork site are required for the course. These hours are normally spread over eight to ten weeks, with a minimum of five weeks duration, in order for the student to obtain a reasonable grasp of job functions and organizational structure. Most large organizations with structured summer internship programs require 40 hours/week for 10 weeks (400 hours).

• A copy of the final written product and the student’s evaluation form must be submitted to the director of career services in The A. Gary Anderson Graduate School of Management Student Affairs Office at the same time the final product is submitted to the academic supervisor. Students must also submit a one-page written summary of their fieldwork experience.

Both forms should be signed and completed prior to the beginning of the fieldwork.

Examples of Fieldwork Projects

UCR AGSM students complete fieldwork as part of the degree process and to gain a better understanding of the job function or career they seek. In the past, student projects have included:
• Performing market and financial research on competitors and preparing a business plan for submission to banks for multi-million dollar funding for expansion of the business through vertical acquisitions.

• Implementing electronic management accounting and information systems to monitor company profitability and diagnose and correct problems before they become critical.

• Performing analysis of employee job satisfaction and making recommendations for improvements in training and other human resources issues by establishing standardized procedures.

• Analyzing systems utilized in a non-profit business and implementing system integration that increases employee efficiency, providing improved service to clients, and setting up information system strategy guidelines.

• Designing an integrated e-commerce and database system, including a website, for a business-to-business packaging company to utilize in expanding business to Asia and Europe.

• Analyzing and making recommendations for the reorganization of a public agency as it relates to information sharing, processing contracts and payments, revising job functions, increasing efficiency, and reducing time delays.

• Comparing current marketing functions of a food distributor for alternative methods and developing a marketing plan to revitalize the brand and increase market share.

• Utilizing financial analysis methods in a high-tech industry for a newly-formed, joint development semiconductor business that develops and manufactures products for the mainstream electronics market.

• Developing Internet marketing strategy and an analysis of trends and traffic patterns for a manufacturer of consumer products.

• Performing market research to identify target markets in the logistics industry and developing marketing strategy for long-term organizational positioning

• Performing corporate valuation and developing marketing strategies for initial public offering.

• Analyzing data from a marketing survey and issuing a report with recommendations for completing sales forecasts for products currently in the developmental stages.

• Performing cost/benefit analysis on capital expenditures.

Fieldwork Approval Process

Prior to starting fieldwork for the AGSM Fieldwork in Management Program, you must complete the fieldwork approval process. This involves completely and accurately filling out the 298I Petition and the Fieldwork Position Description. Include a copy of the job description from the employer. Please carefully follow these steps to complete the process.

1. Complete the Fieldwork in Management (298I) Form. This is to be completed with the site supervisor and must include the scope of duties you will be performing during your fieldwork as well as the site supervisor’s signature. This is pertinent to section 1 of the 298I form.

2. Complete the Fieldwork Position Description form.

3. Get a faculty advisor. A faculty member must serve as your academic supervisor for the duration of the fieldwork. You and your advisor must agree upon the written product to be produced and the academic skills that will be applied during the field work. This will be entered into section 2 of the 298I form.
Please complete all four questions on a separate sheet of paper.

4. Write a description of the final product to be completed. Upon agreement with the faculty advisor, describe the scope of the final project you plan to produce in section 3 of the 298I form and completely fill out the Fieldwork Description form.

5. Review and signature. Submit your completed 298I form along with the Fieldwork Description form to the MBA career services director for review and signature. Meet with the graduate advisor for approval and signature.

6. Final approval and submission. Make an appointment with the graduate advisor for approval and final signature. Submit completed and signed 298I form with four questions on separate sheet of paper, fieldwork description form, employer’s copy of the job description to the MBA Student Affairs office before your first day of employment.

Fieldwork Forms

• Curricular Practical Training (CPT) Form and FAQ. This form is only for foreign students working in paid fieldwork. It allows foreign students to apply for curricular practical training (CPT) if the work experience is an integral part of the degree program.

• Petition for Fieldwork in Management (298I). This form is filled out by the student to apply for the Fieldwork in Management Program. Students who submit this form must also: Provide a detailed statement of the scope of duties to be performed during fieldwork and a copy of the job description. Describe the academic knowledge and skills acquired that will be applied during this fieldwork. Provide a description of the research paper/project to be produced to academic supervisor and MBA Career Services. Specify what type of regular interaction/supervision will be done with academic supervisor during the fieldwork period.

• Fieldwork in Management Position Description Form. This form must be completed by the employer and submitted by the student with the 298I form prior to beginning fieldwork.

• Employer Evaluation of Student Intern Form. This form is for employers to evaluate the performance of student interns during and after the fieldwork period.

• What Employers Should Know About Hiring International Students. This document contains several important answers to common questions by employers about hiring UCR MBA students who are not US citizens.

Employment Partners

Some employers who have hired AGSM Students include:
Disclaimer:
Every effort has been made to ensure the accuracy of the information presented in the Fieldwork in Management Handbook. However, this information is subject to change or elimination without notice. Students should consult with the Graduate Advisor for current information.