



## MBA

### 1238.2214– Academic Fellowship

Prerequisites: 7 MBA or MSC-level course units

#### Course Units: 1 credit unit

- A student cannot receive more than 1 credit unit for the fellowship.
- **A student cannot receive compensation from the company if they are to receive an academic credit from the University (travel and food expenses are permitted).**

4 ECTS (European Credit Transfer and Accumulation System) = 1 course credit unit

By making higher education comparable across Europe, ECTS makes teaching and learning in higher education more transparent and facilitates the recognition of all studies.

An Academic Fellowship is a Fellowship in a company, organization or startup where students receive academic credit.

A Fellowship provides students with the opportunity to:

1. Integrate career-related skills acquired in an academic setting into a supervised work experience.
2. Obtain additional work experience; thereby expanding your professional background.
3. Network, develop connections and learn more about business and organizations.
4. Explore different career opportunities.
5. Enrich a student's CV by adding professional experience.

#### Course Description

#### Course Pre-requisites, Co-requisites, and/or Other Restrictions

- Students must complete a minimum of 7 MBA/MSc -level core course units before registering for an academic fellowship. Visiting students must also meet this requirement.
- Students must participate in the fellowship launch session before interning. The fellowship launch session will be held once a year and will provide important information regarding the course and fellowship options.
- To start interning and to receive academic credit, the School of Management's **Career Management Center (CMC)** must first approve the fellowship.  
**Note:** The CMC cannot promise acceptance to any fellowship because the employing organization must approve the fellowship.

- The University and the company hosting the fellowship must sign a contract before the student can begin the fellowship.
- Once the CMC approves the academic fellowship, the student must register for the course using the method stipulated by their program.
- The fellowship must be at least 10 hours a week for a duration of 12 weeks. There is no maximum number of hours. The CMC recommends investing more than 100 hours so that you maximize the experience.
- Students of the Sofaer Global MBA can intern during modules 2, 3, 4 or 5 (February August). The start date can vary and is generally dependent on the student's availability.

## Course Assignments

### 1. Fellowship Launch Session – How to get started?

### 2. Post-Fellowship task:

- Academic fellowship completion report.
- Employer report.

Should a student be unable to complete an assignment or course requirement, s/he must notify the course TA in advance via email.

## Forms to be Updated by Career Office

To host an intern for the fellowship, companies must review and submit the following two forms. Students are responsible for forwarding these forms to the company.

- Overview for Companies (overview of the GMBA Academic Fellowship Program for companies)
- Company Fellowship Agreement (for companies to complete before a fellowship is approved)  
**Note:** You CANNOT start your fellowship before the company signs the legal agreement and it is reviewed by CMC.
- Employer Report (for companies to complete post-fellowship and submit to the course TA)  
Send your employer this document with the contact details of your Career Advisor.

## Grading Policy

**This is a pass/fail course.** To earn a pass for the class, you must participate in a fellowship launch session and submit the 3 course assignments/agreements. Additionally, as mentioned above the fellowship should be no less than 10 hours a week for a duration of 10 weeks, minimum (a minimum of 100 hours). There is no maximum limit of hours. We recommend investing more than 100 hours to maximize your experience.

Failure to turn in your assignments or to complete the 100-hour minimum will result in a “fail” grade.

There will be NO deviations or exceptions to the grading policy.

Date 14/2/21	Topic(s)	Required Reading
* The fellowship Launch session.	<ul style="list-style-type: none"> <li>· Introduction to the course - How to get started?</li> <li>· Exploring fellowship opportunities · Effective fellowship- Guidelines</li> </ul>	

### Assessment and Grade Distribution

Percent	Assignment	Date	Group Size/Comments
NA	1. Participating in the fellowship launch session		
NA	3. A minimum of 100 hours work experience.		
NA	4. Academic fellowship Completion Report		
NA	5. Employer Report		
NA	6. Final presentation		

- Ibarra, H, and Lineback, K. (2005). "What's your story?" *Harvard Business Review*, 83(1), 64-71.
- Drucker, P. F. (2005). "Managing oneself." *Harvard Business Review*, 83.1, 100-109.
- Sweitzer, H., and King, M. (2014). Chapter 9: Internship Essentials. In *The Successful Internship: Personal, Professional, and Civic Development in Experiential Learning* (Fourth ed., pp. 264-277). Belmont, California, CA: Brooks/Cole.
- Earley, P. C., and Mosakowski, E. (2004). Cultural intelligence. *Harvard Business Review*, 82(10), 139-146.
- Zemach-Bersin, Talya. "American Students Abroad Can't Be 'Global Citizens'". <http://chronicle.com> Section: Commentary Volume 54, Issue 26, Page A34 · Watkins, M. (2003). *The first 90 days: Critical success strategies for new leaders at all levels*. Boston, Mass: Harvard Business School Press.

## Course & Instructor Policies

1. Address questions concerning the assignments to your assigned teaching assistant.
2. If you experience problems that require assistance or if your internship ends abruptly for any reason, please contact the CMC staff and the teaching assistant immediately.
3. If you have any issues that might impact the completion of the course assignments, please contact your assigned TA.
4. We expect you to read the syllabus before your first day of employment.
5. We expect you to promptly read all messages from your teaching assistant.

Tel Aviv University and the School of Management have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in Academic Integrity and Honor Code.

Tel Aviv University and the School of Management administer student discipline within the procedures of recognized and established due process.

A student at the University neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey national laws as well as University regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of [urnitin.com](http://urnitin.com),

which searches the web for possible plagiarism and is over 90% effective.

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog.

Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, your assigned faculty person cannot drop or withdraw any student. In the process of withdrawing from this class, you should also contact the Career Center.

The course site will be the primary tool used to communicate messages and material to students. It is therefore recommended to periodically check the course site in general, periodically, before each lesson, at the end of the course as well. (For example: exam details and updates regarding assignments)

Course slides will be available on the course site.

Please note that topics which are not covered in the slides, but are discussed in class are considered an integral part of the course material and may be tested in examinations.