



A Guide to Credit Internships in the Dept. of Business

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WHY DO AN INTERSHIP?

An internship should be a purposeful learning experience based on thoughtful planning with a member of the business faculty. Among the reasons you might have for taking an internship are: to give you exposure to a subject you have studied through a first-hand experience, to satisfy a curiosity about a particular type of work environment, or to pursue an interest that may be along the lines of an intended career.

Because the learning experience in an internship is unique to each student, you should arrange your internship according to your interests and needs. When properly planned and carried out, an internship becomes a meaningful and challenging aspect of your academic program.

Your internship is your project and your responsibility from beginning to end. Nevertheless, you should take advantage of the help offered by your Business Faculty and keep them informed at all stages of your progress.

HOW DO I BEGIN?

An Internship application is available through the Business Department Office. Review it thoroughly; then refer to the appropriate academic regulations found in your Life University catalog. Much time and frustration will be saved through a review of this information. You may wish to talk with one of the Business Faculty; if so, go ahead and make an appointment.

Begin by reading the academic regulations in your Life University catalog. Internship limitations and procedures are in the course description sections under MGT 441-445. (Same for CIM 441-445)

If you need help in identifying the type of internship you want to take, the Business Faculty is prepared to assist you in your exploration of possibilities. Make an appointment to discuss your ideas so that a range of opportunities can be suggested that may be compatible with your interests. Other members of the College faculty may also be a valuable resource. They can assist you in determining an appropriate environment for your learning experience outside the classroom. In addition, notify your Faculty Advisor of your internship plans. He/She might be able to help you find an internship site through knowing professionals in the field who are engaged in the type of work you are seeking.

HOW DO I REGISTER MY PROPOSAL?

In order to receive credit for your internship, you must enroll in MGT 441-445 or CIM 441-445 during the registration period for the quarter in which you plan to do your internship. (Refer to the annual calendar for dates for registration). The Internship Application Form must be signed by: (1) your Academic Advisor and (2) your Faculty Director. You should receive written approval of your application before you begin the internship.

WHAT IS EXPECTED OF ME DURING THE INTERNSHIP?

Your first step is to report to your Supervisor at the internship site on the designated day and time. Show a copy of your approved proposal to the Supervisor so that he or she will know exactly what the college expects and the criteria on which your Faculty Director will base his or her final evaluation.

During the period of the internship your Supervisor is your boss, who will set tasks and hours for you and sometimes standards of dress and behavior. You are expected to follow the Supervisor's direction and generally to deal with any problems or conflicts directly with the supervisor. If a problem arises that you cannot deal with on your own, get in touch with your Faculty Director for advice and help.

Your on-site Supervisor will receive from the Business Department an evaluation form at least three times during your internship period. It is your responsibility to obtain the forms from the Business Department (about every three weeks), get them to your supervisor, have them completed in a timely manner, and see that they are returned to your Faculty Director. Discuss the evaluation form with your Supervisor; and if the Supervisor is willing to do so, discuss his or her evaluation. Keep in mind that criticism from your Supervisor, during the work experience as well as in the final evaluation, is an important and valuable part of your learning. In any case, your Faculty Director will discuss with you the Supervisor's evaluation.

The following schedule illustrates the time worked vs. quarter credits that can be earned in MGT 441-445 for business majors or CIM 441-445 for CIM majors.

<u>Hours Worked Per Week</u>	<u>Credits Available</u>	<u>Course Code</u>
4	1	MGT 441 / CIM 441
6	2	MGT 442 / CIM 442
8	3	MGT 443 / CIM 443
10	4	MGT 444 / CIM 444
12	5	MGT 445 / CIM 445

Once you have determined the type of internship you would like to pursue, identify with your advisor's help a faculty member who may be appropriate for you to ask to serve as the Faculty Director of your internship. Make sure your ideas are consistent with your major field requirements and work closely with your Faculty Director in preparing your internship proposal.

WHAT IS THE ROLE OF MY FACULTY DIRECTOR?

Your Faculty Director's involvement is critical to the success of your internship. During your initial planning, your discussions with your Faculty Director will enable you to establish clear objectives of what you hope to learn from the internship and help you identify places that will offer the kind of experience you need to accomplish those objectives.

With your Faculty Director you will also develop criteria for the evaluation of your experience. The Faculty Director is responsible for evaluating your performance and for determining whether credit is to be granted for your completed internship. Additionally, you may be required to do some reading, write papers, make a final report, or do other projects assigned by the Faculty Director.

HOW DO I WRITE MY PROPOSAL?

When you have decided, with your Faculty Director, the goals for your internship and the criteria to be used for evaluation, fill out your Internship Application.

Be sure to highlight the following areas:

- a.) **the purpose:** show that this internship does relate meaningfully to your academic goals and to your total program.
- b.) **the time schedule to be followed:** show that the internship entails the amount of work required for an equivalent credit in a classroom course (normally a minimum of 120 hours for five course credits over one quarter).
- c.) **The means for competent supervision** of the internship while in progress.
- d.) **The basis on which credit will be awarded:** stipulate what you and your Faculty Director have agreed upon as the work of the internship—including any tasks that are additional to the practical work experience itself—and the means for evaluation.

WHAT IS EXPECTED OF ME AT THE END OF THE INTERNSHIP?

Immediately following your internship, you should meet with your Faculty Advisor. The Business Department will place your evaluation on file and with your permission, make your evaluation available to students planning for future internships. These evaluations provide a valuable resource for students, Faculty and the staff of the Business Department in helping to identify internship sites compatible with student internship goals.

ATTACHMENTS: Internship Application Form, student Evaluation of Internship Form



APPLICATION FOR INTERNSHIP

DATE: _____

I. Name: _____ Major: _____

Quarter of Internship: _____ Telephone _____

GPA: _____ Standing: _____ E-mail _____

Completed Area V Yes _____ No _____

Completed Area VI Yes _____ No _____

Other Courses completed: _____

II. Organization/Agency: _____

Address: _____

Telephone # () _____ E-mail address _____

Supervisor's Name: _____

Hours when Supervisor can be reached: _____

What days and what hours may a business faculty visit the work location?

Tasks to be performed: _____

Job Description _____

III. Please write a short narrative description of why this internship will be helpful to you as a business manager.

IV. Reviewed by Business Faculty on _____
Date

Approval: _____ Date: _____

Disapproved: _____ Date: _____

Reason: _____

*** To be placed in Student Intern's file located in the Business Department*



COLLEGE OF ARTS & SCIENCES
BUSINESS DEPARTMENT

EVALUATION OF INTERN

Intern's Name: _____ Date: _____

Organization/Agency: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Supervisor's Name: _____ Title: _____

Phone #: _____

Description of Intern's Responsibilities: _____

*Please evaluate the intern by checking the appropriate rating and providing comments on each area of performance. If one of the evaluation areas is not applicable to your situation, **check** N/A*

Initiative & Work Ethics

<input type="checkbox"/> SUPERIOR	<input type="checkbox"/> ABOVE AVG	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> BELOW AVG.	<input type="checkbox"/> N/A
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Comments: _____

Dependability & Responsibility

<input type="checkbox"/> SUPERIOR	<input type="checkbox"/> ABOVE AVG	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> BELOW AVG.	<input type="checkbox"/> N/A
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Comments: _____

Enthusiasm & Self Confidence

<input type="checkbox"/> SUPERIOR	<input type="checkbox"/> ABOVE AVG	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> BELOW AVG.	<input type="checkbox"/> N/A
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Comments: _____

Ability to Communicate (written & orally)

<input type="checkbox"/> SUPERIOR	<input type="checkbox"/> ABOVE AVG	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> BELOW AVG.	<input type="checkbox"/> N/A
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Comments: _____

Professional Appearance & Behavior

<input type="checkbox"/> SUPERIOR	<input type="checkbox"/> ABOVE AVG	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> BELOW AVG.	<input type="checkbox"/> N/A
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Comments: _____

Ability to Accept & Utilize Suggestions

<input type="checkbox"/> SUPERIOR	<input type="checkbox"/> ABOVE AVG	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> BELOW AVG.	<input type="checkbox"/> N/A
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Comments: _____

Leadership Ability

<input type="checkbox"/> SUPERIOR	<input type="checkbox"/> ABOVE AVG	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> BELOW AVG.	<input type="checkbox"/> N/A
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Comments: _____

Ability to Organize & carry Out Tasks

<input type="checkbox"/> SUPERIOR	<input type="checkbox"/> ABOVE AVG	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> BELOW AVG.	<input type="checkbox"/> N/A
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Comments:

Overall, I would rate the Intern as

<input type="checkbox"/> SUPERIOR	<input type="checkbox"/> ABOVE AVG	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> BELOW AVG.	<input type="checkbox"/> N/A
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Comments: _____

Did you discuss this evaluation with the students? Yes_____ No_____

Signature: _____ Date: _____

Position: _____

Thank you for your time and effort in providing this valuable learning experience!



STUDENT EVALUATION OF INTERNSHIP

Name: _____ Date: _____

1.) Name of Supervisor _____

Firm Name: _____

Address: _____

City/State/Zip: _____

2.) Your title and responsibilities: _____

3.) Please discuss whether this internship was successful, beneficial, information and helpful as far as:

a. accomplishing the goals stated in your internship application

b. learning relevant information that you can now apply in a future job

c. reinforcing an interest you had in a particular career field

d. informing that now, after a realistic exposure to that field, you are no longer interested

4.) What skills did you develop during your internship?

5.) Should this site be considered for future interns? Yes _____ No _____

For which career fields? _____

6.) Could this internship be improved? _____

If yes, how? _____

7.) Did you receive a job offer? _____

