

University of South Alabama / Mitchell College of Business

INTERNSHIP GUIDELINES

Introduction

The internship is a work experience opportunity available to qualified students in the Mitchell College of Business. For course credit (3 hours), the internship program provides an opportunity for students planning careers in business to participate in their chosen field prior to graduation.

Eligibility Criteria

The student must have, at the time of registration, the following prerequisites for an internship in the Mitchell College of Business:

1. A declared major in one of the business disciplines;
2. Cumulative GPA of 2.5 or higher;
3. Junior or senior standing;
4. Prospective interns are responsible for submitting the internship agreement and completing an interview with the sponsoring organization; and
5. Students may not be currently employed with the sponsoring organization.

(Exceptions to the above eligibility criteria must be approved by the department chair in the department in which the student is seeking the internship credit).

Internship Placement

Internship opportunities may be identified by local businesses or organizations, faculty, prospective student interns, or Career Services. The Mitchell College of Business does not guarantee placement.

Academic Credit

Students receive academic credit for an internship and must register for one of the following: ACC/ECO/FIN/MGT/MKT 496. This course is generally used as a business elective, but in some circumstances may be counted toward a concentration elective.

Responsibilities

Students, supervisors in sponsoring organizations, and the University all share responsibility for this program's success. Their duties for the period of this experience are as follows:

The Student will:

1. Submit an "Internship Agreement" prior to the beginning of the internship to the faculty supervisor;
2. Complete the required number of internship hours. This activity must be documented in the form of a log, maintained on a weekly basis. Entries should describe the activities performed, reflection on the experiences, and include the date(s) and number of hours worked;
3. Arrange three (3) conferences with the faculty supervisor. The first conference must be held within the first two weeks of the internship. The second should be held at the midpoint of the internship period, and the third (final) conference upon completion of the internship experience;
4. Submit a paper that reflects upon the internship experience and what the student has learned;
5. Submit a portfolio of work compiled during the internship period, if applicable.

The Supervisor at the Sponsoring Organization will:

1. Direct and supervise the student's work;
2. Evaluate the intern's performance at mid-term and at the end of the program. (The college will provide forms for the mid-term evaluation.) The final evaluation should be open-ended, on sponsor's letterhead. Sponsoring organizations may wish to use their own personnel evaluation measurements as a supplement to the college form;
3. Maintain time sheets for each intern (copies to be submitted to the faculty supervisor).

The Faculty Supervisor will:

1. Provide advice and counsel to student interns;
2. Collect all logs, papers, etc. from student interns;
3. Evaluate logs and internship report submitted by the student.

Evaluation

Evaluation of the intern's performance will be supplied by both the supervisor at the sponsoring organization and the faculty supervisor.

Logs will be reviewed for completeness. Logs should be submitted electronically to the faculty supervisor once every two weeks throughout the semester. Remember, logs should include reflection on the daily experiences and NOT simply a list of tasks performed.

Papers will be evaluated on the basis of both content and writing style. The paper should include reflection on the overall internship experience. It is important that the student relate information from his or her educational experience and the internship readings to the internship experience. The paper should be typed and double-spaced on 8 1/2 x 11 inch paper. There should be a cover page containing the title, student's name, University mailing address, email address, and telephone number.

All logs, papers, and portfolios must be submitted to the faculty supervisor on the date specified.

Grading (Pass/Fail)

A grade of "P" will be issued for satisfactorily completing the internship. The components are detailed below. Students must obtain at least 70 points to earn a passing grade.

1. Prompt receipt of all required documents (5 points);
2. Conference #1 (within 2nd week of internship) (5 points);
3. Conference #2 (at midpoint of internship) (5 points);
4. Conference #3 (upon completion of internship) (5 points);
5. Quality of the student log (10 points);
6. Evaluation from supervisor at sponsoring organization (35 points);
7. Quality of reflective paper (35 points).

Total points = 100

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INTERNSHIP AGREEMENT

TO BE COMPLETED BY INTERN

Intern's Requirements:

- Register for ACC/ECO/FIN/MGT/MKT 496;
- Submit Internship Agreement to faculty supervisor prior to the beginning of the internship;
- Work a minimum of 50 hours during the semester to receive three credit hours;
- Schedule conference with the faculty supervisor within 2nd week of starting the internship, at the midpoint of the internship, and upon completion of the internship;
- Submit logs, internship paper, and portfolio (if applicable) according to the internship guidelines.

Student's Name: _____

Student's Phone #: _____

Student's Email: _____

Sponsoring Organization/Company: _____

Contact Person: _____

Contact's Phone #: _____

Contact Person's Email _____

Dates of Internship: _____ through _____

1. General Goals for Internship (to be completed by student):

2. Specific Objectives for Internship (to be completed by student):

3. Plan for Accomplishing Objectives (jointly completed by student and sponsor):

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INTERNSHIP AGREEMENT

TO BE COMPLETED BY SUPERVISOR OF SPONSORING ORGANIZATION

Sponsor's Requirements:

- Provide an orientation of the industry, organization, and department (where applicable) to the student;
- Be available to the student intern for guidance and direction;
- Assign entry-level business assignments (no more than 20% of the internship should be clerical in nature);
- Keep the Faculty Supervisor informed of any issues or concerns that arise during the course of the internship;
- Complete mid-term and final evaluations. (The mid-term evaluation form will be mailed to you; while the final evaluation comments should be provided on the sponsor's letterhead.)

Evaluative Criteria

(Briefly describe how the intern will be evaluated.)

Student (signature)

Date

Supervisor at Sponsoring Organization (signature)

Date

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INTERNSHIP APPLICATION

Name _____ J Number _____

Telephone _____ Email _____

Major _____ GPA (min 2.5) _____

Semester for Internship _____ Class Rank _____ Junior _____ Senior _____

The internship (3 hour) credit is to be used as (check one below):

Business Elective _____ or Concentration Elective _____

Faculty Supervisor _____

COMPANY/ORGANIZATION NAME: _____

COMPANY ADDRESS: _____

Supervisor/Contact Person _____

Email _____

Telephone _____ FAX _____

Internship Beginning Date _____ Ending Date _____

Total Hours You Will Work _____

Description of internship and objective(s) for the student:

Approval:

Department Chair

Date