

University of South Alabama / Mitchell College of Business
EXPERIENTIAL LEARNING 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 2.0 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.

(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 seeking academic credit for the internship experience will be given the necessary permissions by the department chair to register for ACC/ECO/FIN/MGT/MKT 496 once the internship application has been approved.

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. Work 112.5 hours toward the completion of the internship;
4. Arrange two (2) conferences with the faculty supervisor. The conference should be held at the midpoint of the internship period, and the final conference upon completion of the internship experience;
5. Submit a paper that reflects upon the internship experience and what the student has learned or;
6. 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 final at the end of the program. (The college will provide forms for evaluations.) 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.

Internship 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 (Satisfactory/Unsatisfactory) A grade of "S" will be issued for satisfactorily completing the internship. If terminated from your internship, you will receive an automatic unsatisfactory. The components are detailed below. Students must complete all of the requirements to earn a passing grade.

1. Prompt receipt of all required documents
2. Attend Internship Orientation
3. Conference #1 (at midpoint of internship)
4. Conference #2 (upon completion of internship)
5. Quality of the student log
6. Evaluation from supervisor at sponsoring organization
7. Quality of reflective paper

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TO BE COMPLETED BY INTERN

Brief Intern's Requirements:

- Register for ACC/ECO/FIN/MGT/MKT 496 or 498;
- Submit Internship Agreement to faculty supervisor prior to the beginning of the internship;
 - Work a minimum of 112.5 hours during the semester to receive three credit hours;
- Schedule conference with the faculty supervisor 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 Org/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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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

Date

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Name _____ J Number _____

Telephone _____ Email _____

Major _____ GPA (min 2.0) _____

Semester for Internship _____ Class Rank _____ Junior _____ Senior _____

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

Internship Requirement _____ Business Elective _____ or Concentration Elective _____

Faculty Supervisor _____

Company/Organization Name: _____

Company's website: _____

Company Address: _____

Supervisor/Contact Person _____

Email _____ Tel: _____ Fax _____

Internship Beginning Date _____ Ending Date _____

Total Hours You Will Work _____

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

Approval:

Department Chair