

MEMORANDUM FOR RECORD

DATE: April 7, 2023

SUBJECT: Procedures for School of Business For-Credit Internship Advising

1. The purpose of this memorandum is to outline minimum expectations of students, academic advisors and faculty advisors for for-credit internships in the School of Business.

2. Initiation of internships. Internships can be initiated in three principle ways:

A. Student-initiated enrollment in a formal internship program. This is done when a student pursues an internship opportunity in an existing organizational program either through the School of Business, University Internship Office or directly with a company and coordinates this opportunity through School of business academic advisors.

B. Faculty-recruited internships. The School of Business has several internship programs established with organizations that seek specific skill sets and performance levels from students. For these programs, faculty will coordinate with academic advisors to determine best-qualified student candidates and arrange for interviews for these programs.

C. Student-initiated informal internships. Students may coordinate directly with a company for an opportunity to serve as an intern for credit on a case-by-case basis.

3. Validation of internships credit availability. Internships must provide opportunities for **new** learning and cannot be attained with current employment at a job.

a. Upon finding a suitable internship opportunity, a student should immediately coordinate with an academic advisor to ensure that time and credit requirements can be met for enrollment in a particular term. For-credit internships must provide at least 120 hours of work during the term of the internship.

b. A minimum of six credits in the internship academic discipline (MGMT, SMGT, etc.) of study must be completed before the internship. This application and validation process is done during the registration period during the term preceding the term for the internship (i.e., Fall term for a Spring Internship). If enrollment requirements can be met, the academic advisor should assist the student in finding a suitable faculty advisor for the internship if the student has not done so already.

c. Faculty advisors must be qualified to teach the subject matter of the internship.

4. Approval of the internship. The student should meet with a faculty member willing to advise them throughout the internship process. This begins with a discussion of the internship and an agreement on learning outcomes, workload and performance measures for the internship. Once an agreement is reached between the student and faculty advisor, the student should submit an application for internship with attached learning outcomes, workload expectations and performance measures for

signature and approval by the faculty advisor, chair and dean. Upon approval, the student may be enrolled in academic discipline course number 4605 (i.e. MGMT 4605, SMGT 4605, ACCT 4605, HSLA 4450). This course enrollment allows for the administrative procedures necessary for credit for the faculty advisor and student.

5. Requirements for completing an internship.

a. Faculty advisors will track student participation throughout the internship program with at least bi-weekly check-ins by the student addressing work performed consistent with the learning outcomes in the approved internship application. This should be done in conjunction with the sponsoring organization's supervisor overseeing the intern in the workplace.

b. A sponsoring supervisor cannot be a relative of the student. At the half-way point of the internship, the student will fill out a self-assessment form and the work supervisor will fill out a supervisor assessment of the student intern. Both forms will be submitted to the faculty advisor. At the end of the course, these two documents should again be filled out and submitted to the faculty advisor.

c. Further, at the end of the internship period, the work supervisor will provide a paragraph summary of the student intern's performance as though writing the narrative for a performance appraisal.

d. Additionally, the student intern will submit a three to five page summary of their internship experience, addressing lessons learned consistent with the internship agreement and any other substantive or administrative information pertaining to the internship.

e. Finally, students who participate in internships of any type through MGA (For credit, not for credit, for pay, not for pay, formal or informal programs) will be required to participate in an internship presentation event such as internship night where they will present on their internship to an audience of students, community employers and members of faculty and administration. Presentation formats may include a poster presentation, stage presentation, panel or breakout discussion.

The performance measures in this paragraph will form the basis for the student's grade in the internship (if applicable) and determination of credit awarded. Grades are entered through SWORDS as with any other course. Note: Administrative reporting in SWORDS is required as for any other course, to include no-show reporting and midterm and final grades.

6. For more information on internships, contact an academic advisor in the School of Business and Health Administration.