

Guidelines and Procedures for the Business Internship

Business Internship

A Message to Students, Host Companies, and Faculty Advisors:

Even though internships have been a part of the higher education scene for a long time, there is still confusion, inconsistency, and lack of understanding of what an internship should be. The following information is provided in an attempt to provide a standardized template for an internship

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Students are urged to take this template to their host company as a way of communicating the student's and the University's expectations.

Host companies are urged to review this template to make sure they are willing to invest the time to deliver the experience as outlined.

Faculty advisors are encouraged to use the template for management and evaluation purposes.

The internship described below is expected to be a 10-12 week experience earning the student a graded six (6) credit hours and requiring an average of 20 hours per week spent with the host company.

OVERVIEW

This internship is an educational experience, intended to provide the student with an overview of how an organization operates, plus practical experience in an area of interest. To be consistent with Department of Labor guidelines, the internship should be broad in scope and not designed to replace or provide additional agency staffing.

During the term of the internship, there should be one executive at the host company who acts as the internship supervisor. This executive should have the responsibility and authority to assure that the internship provides the opportunity for the following list of learning objectives and activities to be accomplished.

LEARNING OBJECTIVES

To gain a complete overview understanding of what functions are performed in an organization.

To understand the working relationship between the various functions in an organization.

To perform specific tasks in at least one area of interest that will significantly enhance the internee's understanding of that function.

ACTIVITIES

1. Weekly Report before Every Friday 5:00 PM over at least 10 weeks
2. Mid Term Evaluation from your Manager
3. Final Evaluation from Your Manager
4. Final Report for your Internship according to the following order
 - 1) Firm Introduction
 - 2) What I have done and Learned
 - 3) Recommendations for Future Works
 - To Firm
 - To Future Interns
 - 4) Appendix : the Whole Weekly Reports

Senior Management

Interview the agency CEO on issues such as organizational history, philosophy, vision, areas of expertise, approach to new business, etc.

Observe and participate in an internal research meeting, a start-work meeting, and a strategy/planning session.

STUDENT DELIVERABLES

Maintain diary of daily activities. This diary is for reference purposes when preparing the final report and may be requested by the faculty advisor.

Check in via Blackboard or email with faculty advisor once a week or more to report progress, or lack thereof, in accomplishing the above list of activities and objectives.

Dr. Peter Wui (wuiy@uapb.edu) Department Interim Chair

Submit a final report summarizing the highlights of the internship relative to Learning Objectives and list of prescribed Activities. This report should not exceed five pages and should be reviewed with faculty advisor as part of the final evaluation.

Have the host company supervisor complete a sealed evaluation form to be submitted to Career Services and a copy delivered by the student with their final report to the faculty advisor.

Include a statement of philosophy as part of your first email, within the first week of the Internship.:

Internship Philosophy Statement

Dr. Peter Wui (wuiy@uapb.edu) Department Interim Chair

Evaluation and Grades:

Final course grades will be determined as follows:

Two Evaluations	600	A: 90-100%
Weekly Report	200 (20*10 Weeks)	B: 80-89.9%
		C: 70-79.9%
Final Written Report	200	D: 60-69.9%
Total	1000+α	F: 59.9% or below

Please read each of the following points carefully. Then fill out and submit this form as an attachment to your first week's email.

I understand that this internship is designed to give me an experiential, real world experience in the workplace that I cannot learn in class. UAPB values such experiential learning.

My internship must be business-related. Business Management or Marketing is pretty broad, but some jobs do not fit the description. If I am going to do filing and run the copy machine, or if I interact with customers as a simple clerk, cashier, or waiter/waitress, I won't get credit for an internship.

I understand that I must work at least 250 hours to get credit for this course. This is a little more than six weeks of fulltime work.

I understand that I will need to communicate with my advisor on a weekly basis during the course of my internship. I must send my advisor a weekly email or regular mail messages over the course of the semester. Phone calls do not count toward this total. I understand that I do this so I can maintain a connection with UAPB and provide my advisor with a written record of my progress. Further, I understand that each one of

these messages is worth 3% of my grade, and that if I do not communicate with my advisor, the highest grade I can possibly earn is a C.

I understand that I must submit all student deliverables to the Internship Advisor prior to the end of the semester grading period or receive an "I" until such time as they are delivered to the Internship Advisor. I know my advisor will submit a change of grade form once all requirements are met. I understand that I cannot count on credit for the internship being completed before registration for the following semester begins. All I am assured of is that the grades will be submitted before the incomplete removal deadline arrives.

By submitting this form, you are acknowledging that you have read, understood, and agree to abide by the items listed above.

First Name

Last Name

Middle Initial

Home Phone

E-mail