



Adams State College School Of Business Business Internship Program: *Policies and Procedures*

Overview

An internship in the School of Business is a planned, meaningful work experience granting academic credit. Supervision consists of a site supervisor (who is a qualified professional in the business or organization where the internship is arranged) and a faculty sponsor (who is a full-time professor in the School of Business). The site supervisor evaluates the work performed by the student on the job. The faculty sponsor, in consultation with the site supervisor and the student, is responsible for maintenance of the academic quality and assignment of the course grade. The internship must be academic in nature, since academic credit is awarded for the experience. The internship may or may not be for-pay.

Purpose

The primary purpose of the Business Internship Program is to allow the student to work directly in an outside business, agency, or organization, appropriate to the student's major, so that she or he may experience a meaningful relationship between the classroom-course material and the work environment. This relationship may focus on special projects, assignments and presentations that require an understanding and integration of the functional areas of business and the practical considerations for decision making. While there will likely be some routine aspects to the internship, it must be noted that performing routine assembly-line tasks on the production floor, answering the phone, filing materials, data entry in the absence of analysis, making copies, mail sorting and general office tasks are not recognized as meaningful internship activities. The Business Internship Program provides an opportunity to experience the working world, to solidify career goals and to test possible career choices.

Requirements of the Business Internship

Because academic credit is awarded, individual faculty sponsors may require periodic meetings with the student, outside readings, papers, reports, and a journal (recounting the assignments and learning that took place). A log of time and tasks associated with the internship **MUST** be maintained. The course syllabus will outline the specific requirements for credit.

Student Eligibility

A student who is a sophomore, junior or senior may register for an internship for credit. A student on academic probation is not allowed to register for internship credit.

Course Credit and Registration

Course for Junior Standing: BUS 381 for variable credits of 1-3 credit hours

Course for Senior Standing: BUS 481 for variable credits of 1-3 credit hours

(Note: One credit hour is equal to a minimum 25 clock hours of on-site internship activity.)

The maximum internship credit that a student can earn toward the degree is 6 credit hours of elective credit. **IN NO CASE WILL CREDIT BE AWARDED AFTER THE FACT. THE STUDENT MUST BE REGISTERED FOR CREDIT WHILE THE INTERNSHIP IS IN PROGRESS.**

No student can register for the internship course until all the forms have been completed and submitted to the proper office. **IT IS THE STUDENTS RESPONSIBILITY FOR COMPLETION AND SUBMISSION OF FORMS.** The Steps for Registration, including the relevant internship forms, are described below.

1. The student interested in an internship position may visit with a faculty sponsor (or the School of Business Internship Coordinator). The faculty sponsor should discuss the student's interests, informing her or him about the appropriate internships available for the coming semester.
2. The student must complete an Intern Information Form and return to the School of Business to verify eligibility.
3. The student must complete an Academic Internship Contract Form which must include the signature of the student, faculty coordinator, and site supervisor.

Where possible, faculty sponsors or advisors should encourage the student to pre-register for an internship at the time of early registration for other classes. The student intern is expected to work within the same drop-add period as other classes.

Development of the Internship Site

An internship site may be suggested by the student or by the faculty sponsor. In particular, the faculty "network" of alumni, employers and professional contacts represents a rich source of potential internship sites. From time to time, potential sites are developed when the department chair's office is contacted directly with a request for a student intern. Information will be circulated to inform business faculty about the internship opportunity.

Typically, an internship during the fall or spring semester will occur at a local site. A summer internship affords the opportunity for a variety of geographic locations, including an international experience. A summer internship can be done in conjunction with employment, but will require **CAREFUL SEPARATION** of the duties and projects that are specific for internship credit. Registration for a summer internship will require enrollment during the Early or Regular Summer Session.

Evaluation of the Intern

The faculty coordinator is directly responsible for assigning grades. Grading is Pass/Fail and will be outlined in the course syllabus by the faculty coordinator.

Student Responsibilities

1. Learn the registration procedures and assume the leadership to ensure that all forms and requirements are met.
2. Develop a resume.
3. Schedule an interview at the desired internship site.
4. Provide personal transportation to the internship site.
5. Assume responsibility for arranging and meeting internship hours at the site, unless changes are mutually agreed to by the site supervisor.
6. Confer with the faculty coordinator about internship requirements.
7. Be honest and professional in attitude, appearance and behavior.
8. Be willing to be supervised and evaluated, and willing to engage in self- evaluation.
9. Complete all requirements as outlined in the course syllabus.

Site Supervisor Responsibilities

The Site Supervisor is a professional person who assumes responsibility, usually on voluntary basis, to work with a student intern. She or he has the obligation to do the following:

1. Interview and provide the student with a job description outlining the scope and goals of the internship, the student's duties, hourly requirements, and the skills necessary for the tasks associated with the internship. The job description should include a brief outline of any specific projects or special assignments associated with the internship. Assist the student to develop learning objectives for the semester's work and for the final evaluation.
2. Sign the Academic Contract Form and attach the job description and learning objectives.
3. Meet with the intern on a regular basis, providing immediate feedback to the student so she or he knows when the work is satisfactory or unsatisfactory.
4. Inform the student intern of any required safety standards, health and/or safety hazards, statements of confidentiality, the proprietary nature of the information and data, special organization rules, and legal requirements. (It is best to do this in writing, confer with the faculty coordinator and student intern, and then have the student sign the documents.)
5. Coordinate and communicate with the faculty coordinator about the student's progress.
6. Complete an evaluation of the intern at the end of the semester in a timely manner.

Note: Neither parents nor relatives may serve as a site supervisor for an intern. If a student is placed in a business or organization where a parent or other relative is employed, the student must be placed under direct supervision of another employee preferably not in the office or department. The student is not allowed to do an internship in businesses or agencies operated by a parent.