

**INTERNSHIP GUIDELINES**  
**(For Credit)**  
**DEPARTMENT OF BUSINESS ADMINISTRATION**  
**CEDARVILLE UNIVERSITY**

The Department of Business Administration at Cedarville University has established an internship program for students majoring in business. It is our goal to encourage students to be involved with internship experiences.

The internship program provides our advanced business majors an off-campus learning experience in the business world so they might: 1) relate academic work with their career objectives, 2) develop networks with practicing business professionals, 3) develop relationships with potential employers, and 4) explore the role of the Christian in the world of business. The program is designed to supplement the student's academic studies by providing practical experience to make their educational program more meaningful.

These guidelines explain the benefits of the program to the student, the Department of Business Administration, and the participating firm. They also briefly outline the responsibilities of each in making the internship a meaningful academic experience.

Should any problems or questions arise, do not hesitate to contact the Internship Coordinator for assistance.

# INTERNSHIP GUIDELINES AT CEDARVILLE UNIVERSITY

## Placement Process

The assignment of an internship is an academic honor granted by the Department of Business Administration. Students wishing to participate should fill out and return an internship application to the Internship Coordinator prior to starting the internship. No internship credit will be granted unless the Internship Coordinator has given prior approval. **No internship credit will be granted for work done before approval is granted.**

The Internship Coordinator will discuss the evaluations of the student's work and his potential as an intern with appropriate faculty members within the related discipline. These evaluations, along with a resume of the student's personal, educational, and experience background, and student's transcript will be made available to participating employers. A student will be appointed to an internship with a firm only after a mutual agreement among the firm, the student, the Internship Coordinator and the Department of Business Administration has been established.

## Student Eligibility

Only full-time juniors and seniors majoring in the Department of Business Administration at Cedarville University will be eligible to participate in this for-credit internship program. The student must have a cumulative grade point average of at least 2.7 to be eligible. Each student must have the principle courses plus an additional six hours in his or her major area of study. The following disciplines will offer an internship program: accounting, economics, finance, management, management information systems, and marketing.

## Internship Credit and Compensation

A student may earn up to 12 semester hours working on an internship during the summer or the regular fifteen weeks of an academic semester. Generally, one credit hour will be granted for each 60 hours of full-time service with the participating firm. Credit will be given on a Credit/No Credit basis.

While it is assumed that most interns will be paid, the compensation for the intern will vary at the discretion of the participating firm.

## Responsibilities of the Student

Each week the student will be responsible to present a written report of his activities along with a written summary of a related article from a leading trade or professional journal in his or her discipline to the Internship Coordinator. Also, a final written summary of the student's internship experiences is to be submitted at the end of the semester. Further details of these reports will be given at the beginning of the internship. In addition to the academic responsibilities that are to be fulfilled during the internship program, the student will be required

to attend a local church. The student needs to inform Career Services of their approved internship using the form provided by the Internship Coordinator.

### **Responsibilities of the Department of Business Administration**

It is assumed that the Department of Business Administration and Career Services will assist students in generating contacts with participating firms. The Internship Coordinator will supervise the entire internship program for the student with the cooperation of a faculty member in the student's major discipline and representatives of the participating firm. The Internship Coordinator and the cooperating faculty member are responsible for the final evaluation of the student's progress in the internship experience.

### **Responsibilities of the Participating Firm**

The participating firm is expected to pay the student intern a salary commensurate with his or her experience, ability, business conditions, and responsibilities.

Work assignments should be of a varied, but substantial nature, in keeping with the purpose of the internship, which is to provide the student with an insight into the practical and challenging situations of a business career. A written description of the specific duties and responsibilities of the intern should be agreed upon by the student, the cooperating faculty member, and the Internship Coordinator before the internship is established.

At the end of the internship, the firm's participating supervisor should provide a written evaluation of the student's performance to the Internship Coordinator.

### **Benefits to the Student**

1. The internship program will provide an appreciation for the role that the Christian can play in the world of business.
2. The program will provide an insight into the procedures and problems of business which would not ordinarily be covered in the classroom.
3. The internship experience will maximize the academic program by giving the student an application of theoretical concepts in a practical, real-life situation. It provides good on-the-job training.
4. The student's vocational objectives will be clarified as opportunities for discovering the greatest areas of interest in business will be experienced before seeking a full-time position upon graduation.
5. The internship experience will further develop effective communications skills and workable problem-solving skills, helping the student become more independent in decision-making.
6. This program will orient students to a working environment and will help assure a smoother transition into full-time employment after graduation.

### **Benefits to the Department of Business Administration**

1. The internship program develops a working relationship between faculty members and participating local business people which can be valuable to the professor's classroom work. This contact may stimulate further cooperation between the business community and the business faculty.
2. The internship program can be beneficial in attracting more students to the university's business program.
3. Greater interest in the total business program will be generated when students return to the campus and share their internship experience.

### **Benefits to the Participating Firm**

1. Participating business people will become more aware of their responsibilities toward the education of future business leaders. This internship program provides them with an opportunity to become involved in the educational process.
2. The internship provides the firm the opportunity to observe and evaluate a student as a potential full-time employee after graduation. It is an excellent means of selecting future full-time employees. It exposes the employer to the character which Cedarville University strives to develop in its students.
3. The participating firm has an opportunity to have direct contact with the faculty members of the university. These contacts may be mutually beneficial for the firm and the faculty member.
4. The Internship Coordinator and the cooperating faculty member will be available for consultation regarding any project in which the student intern becomes involved, thus making some of the expertise of the faculty available to the firm.
5. Interns will have access to all of the facilities and resources of the university in performing their duties, therefore the intern can be used to do special projects which regular full-time employees do not have the time to do. Special projects or research on a particular problem would be an excellent assignment for an intern.