



Business Internship **BUS. 3450**

INTERNSHIP PURPOSES AND ELIGIBILITY TO PARTICIPATE

1.0 Internships: Definition and Purposes

An internship is a realistic, practical, and planned work-learning experience. Students are encouraged to find opportunities that will challenge their skills and knowledge.

Internships provide the opportunity for students to:

- Develop job skills
- Explore career options
- Develop good work habits and interpersonal skills
- Learn more about themselves
- Contribute to the organization where they intern
- Put content theory into practice
- Receive much needed experience that will add credibility to the pursuit of the career job upon graduation.

Those who wish to use current employment as an internship should discuss this option with a Career Services Professional before completing an Internship Work Learning Agreement. Students are not encouraged to intern in situations where a family member or relative will directly supervise their internship or in a C.U. department.

1.1 Eligibility for registering for internship credit

By the time students begin an internship period they must have:

- Acceptable minimum academic standing (2.0 accumulative GPA or higher),
- 58 accumulated credit hours toward graduation by the beginning of the internship period.

The Business Internship program is a Minimum 1 to Maximum 12 credit hour course for General Elective Credit. You can receive 1 credit for every 60 hours worked (Interns may be required, by the employing organization, to work more clock hours than are required for the credit a student is seeking).

SETTING UP AND REGISTERING FOR THE INTERNSHIP

2.0 Finding an internship site

The following services are available to students in regards to seeking an internship site:

1. List of internship opportunities may be obtained from Career Services
2. Career Services knowledge of employers/institutions currently looking for interns
3. Faculty members aware of possibilities for internships

Students must schedule a meeting with a Career Services professional at least one semester prior to the planned enrollment semester.

2.1 Checklist of things to do PRIOR TO BEGINNING an internship

- ✓ Start looking AT LEAST a full semester before the intended enrollment semester.
- ✓ Visit the Career Services Office to obtain information on current internship availability.
- ✓ Seek assistance from the staff in Career Services on resume/cover letter development and interviewing before seeking an internship site.
- ✓ Develop a plan for contacting, interviewing and follow-up with potential employers.
- ✓ Once a commitment from an employer has been made, complete the Internship Work Learning Agreement (WLA).
- ✓ Submit the completed original of the WLA, the job description, and learning objectives to the DBA Internship Coordinator.

2.2 Registering for credit

Registration can only occur after all required paperwork has been submitted to the DBA Internship Coordinator for auditing. The paperwork must meet all the academic requirements through the signatures of the department chair, faculty supervisor, and site supervisor. Any exception to these requirements must have a "policy exception form" completed and signed by the Chair of the DBA.

After all required paperwork has been submitted and approved by the DBA Internship Coordinator, registration is completed using the "Non Traditional Course Request" form. This form is to be picked up at the Registrar's Office.

Registration for the internship course credit should be completed prior to the start of the work at the internship work site. Any attempt to enroll for internship credit after a semester has begun could jeopardize the awarding of credit for the internship during that semester.

It is the student's responsibility to complete the registration process prior to the Registrar's deadlines to be awarded credit for the internship during the semester they plan to receive credit. Students will be registering for internship credit during the semester of their internship experience. The Work Learning Agreement should be filed with the DBA Internship Coordinator according to the following schedule:

<u>Internship Period</u>	<u>Deadline</u>
Fall Semester	Last day of drop/add in the Fall Semester
Spring Semester	Last day of drop/add in the Spring Semester
Summer Semester	Last day of the 1st week of the 1st summer session

If the internship experience crosses two semesters, the internship should be registered based on the following guidelines:

<u>Register For</u>	<u>If Internship Begins Prior To</u>
Fall Semester	November 1
Spring Semester	April 1
Summer Semester	August 1

Students may not retroactively register for internship credit.

EVALUATING LEARNING DURING THE INTERNSHIP

3.1 Intern work performance evaluation

During the internship, the On-Site Internship Supervisor evaluates the intern's work performance. The On-site Internship Supervisor will complete a mid-term and/or final internship work performance evaluation. Throughout the internship period, interns should monitor their progress by meeting with their On-site Internship Supervisor to review their work performance and the WLA learning objectives.

The DBA Internship Coordinator will visit the intern's internship site or have telephone contact during the internship period to discuss with them and their On-site Internship Supervisor the status of their experience. Some exceptions may be made for internships because of the distance from Cedarville or the time of the year that the internship is being done.

3.2 Learning evaluation and grading of an internship

Grading is based primarily on the intern's success in meeting their learning objectives AND other learning that they document in their required assignments. However, not meeting all the objectives set forth in the WLA does not assume that little was learned or that the intern's grade should be lower. An explanation as to how and why objectives were or were not met should be included in any final paper(s) written to evaluate learning. It is expected that any written communication will meet professional standards, and to do otherwise, will result in a lower grade.

The DBA may have additional requirements that would supplement the learning experience. Interns are responsible for meeting these academic requirements. While the work performance evaluation form completed by the On-site Internship Supervisor is taken into consideration in grading, the DBA Internship Coordinator will assess their learning and assign a grade.

Students are expected to turn in the assignments that will determine their final grade within 15 days of the completion date of the internship.

LIFESTYLE AND ACADEMIC STANDARDS OF CONDUCT

4.0 Lifestyle standards of conduct

Interns are expected to maintain the integrity and commitment to the University's standards of conduct throughout their internship as delineated in the University Catalog and Student Handbook. This includes students on internships located away from the immediate campus community and those participating during the summer and other vacation periods.

4.1 Academic standards of conduct

Students are expected to abide by accepted academic standards for completing and submitting learning evaluation materials and other documentation used to assess their learning during and at the completion of an internship. Citing sources of information, as in other papers and presentations, is expected.

4.2 On-site supervisor and other employee's conduct

Any problem an intern encounters with employees at the host organization should be addressed through the intern's On-site Internship Supervisor. Situations that have not been able to be resolved working through the On-site Internship Supervisor should be brought to the attention of the DBA Internship Coordinator.