

SHIPPENSBURG UNIVERSITY
John L. Grove College of Business
Business Internship Procedures for Employers

Listed below are the responsibilities of a business internship for both the employer and student. Students have been assigned a faculty supervisor who will oversee their progress during the course of their internship. The supervisor will contact you mid-way in the internship to discuss the progress of your intern. However, please feel free to contact the faculty supervisor at any time if you have questions or concerns. May you have a positive experience with our Business Internship Program.

I. Employer Responsibilities

- A. An internship is a semester-long, supervised work experience related to a student's major or career goal for which the student earns academic credit. The work experience may be part-time or full-time and may be paid or unpaid.
- B. Provide a staff member to work as a liaison with the intern.
- C. Provide a clear job/project description for the work experience
- D. Provide a meaningful, practical experience that uses the student's educational expertise.
- E. Orient the student to the organization, its "culture" and his or her work assignment(s)
- F. Assist the student in developing/achieving personal learning objectives
- G. Host an on-site visit from the Faculty Supervisor sometime around the mid-point of the internship
- H. Offer feedback to the student on a regular basis
- I. Complete formal written evaluations at the mid-point and conclusion of the work experience (links to those evaluations will be emailed to you by the Internship Office)

II. Employer Internship Benefits

- A. Provides a pool of prospective professional employees who are already oriented to your organization.
- B. Reduces high turnover rates of beginning professional employees.
- C. Supplies competent temporary employees for work during peak demand, for vacation replacements, or for special projects.
- D. Exposes organizational personnel to current academic curricula and concepts.
- E. Increases the visibility of your company on campus when the intern returns to the classroom.
- F. Contributes to society by supporting the higher education learning process and by providing work experience and income for the next generation of professionals.

III. Student Internship Duties

- A. Satisfactorily perform duties and responsibilities as outlined on the job description submitted by the employer.
- B. Read the internship text (InternQube, by Michael True, ISBN: 978-0-615-46453-4) available at the bookstore), which is designed to help prepare students for their internship experience. Submit a 3- to 5-page paper about the book to the faculty supervisor and the Internship Director (BIP@ship.edu) no later than 2 weeks after the start of the internship. Consider the following questions when submitting your report:
 - a. Did you find the text useful overall?
 - b. What did you learn that you did not know before?
 - c. What questions do you still have about internships?
 - d. What change(s) will you incorporate about how you approach this internship after reading the text?

- C. Maintain a **daily** log in which you will **briefly** describe the tasks and responsibilities completed each day, as well as other work-related experiences. Submit this log to your faculty supervisor if asked.
- D. Submit via email a typed *summary* of your log to your assigned faculty supervisor by the first day of **each month** during the internship semester. The summary should not exceed two double-spaced, typed pages.

You should consider the following questions as you write each summary throughout your internship. These questions will be discussed with you when your assigned faculty supervisor visits or calls you at your work site. The questions should also be considered in your ongoing dialogue with your employment supervisor.

1. Am I performing those work tasks and responsibilities which were included in my job description?
 2. Are my academic, interpersonal, and communication skills adequate for success in this position?
 3. To what extent are the above skills being utilized and enhanced by the internship experience?
 4. Am I fully utilizing all the resources available on the job?
 5. As a result of a **daily** self-evaluation of my progress, am I establishing new and more appropriate goals for myself?
 6. In what specific ways am I growing professionally and personally as a result of the internship experience?
 7. How is the internship experience affecting my career plans?
- E. Prepare a 3- to 5-page double-spaced, typed report at the conclusion of your internship that summarizes your internship experience. You are required to submit via email a copy of your summary report to you assigned faculty supervisor, your employment supervisor, and to Internship Director (BIP@ship.edu) during the final week of your internship. The summary report should analyze how the internship met your learning objectives and should include:
- What you have accomplished during your internship
 - What you have learned from your internship experience
 - How the internship experience will impact your future program of study at Shippensburg University and graduate school, if applicable
 - How the internship has influenced your career aspirations
- F. Ensure that the employer submits his or her intern evaluation to the Internship Office. There will be the mid-term evaluation and an evaluation at the conclusion of the internship experience.
- G. Complete and return the internship evaluation (i.e., your evaluation of the internship) to the Internship Office. A link to the internship evaluation form will be emailed to you at the conclusion of your internship.
- H. For letter-graded internships (6 or 9 credit hours) you must do all of the tasks above and also these tasks:
- **Prior to beginning your internship**, submit to your faculty supervisor a statement of learning goals you expect to achieve during the internship.
 - By the last day of the semester, submit a 7- to 10-page double-spaced, typed paper related to your major and career field. The criteria for the paper will be determined by the faculty supervisor.
 - Conduct an alumni interview or give a presentation on your internship (9 credit only). Contact the Internship Office if you wish to arrange a presentation.