

# SHIPPENSBURG UNIVERSITY

## John L. Grove College of Business

### Business Internship Procedures for Students

Listed below are the requirements for the completion of your business internship. You have been assigned a faculty supervisor who will oversee your progress during the course of your internship. Your supervisor will contact you for an on-site visit mid-way in your internship. However, please feel free to contact your faculty supervisor at any time if you have questions or concerns. May your internship be an enriching learning experience.

#### ***I. Internship Duties***

- A. Satisfactorily perform duties and responsibilities as outlined on the job description submitted by the employer.
- B. Read the internship text (*The Intern Files*, by Jamie Fedorko, ISBN: 1-4169-0921-7 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 Assistant Dean 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 the 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.
  - Set up an online electronic portfolio in which to document your internship activities. Include your daily logs, the papers you wrote, and examples of the work you are doing. At a minimum, set the permissions for the electronic portfolio so that your faculty supervisor and the Assistant Dean can review your work. More information about setting up an electronic portfolio will be emailed to you before your 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.

## ***II. Internship Registration Procedures***

- A. The Internship Office will schedule your internship. It is ***your*** responsibility (NOT THE RESPONSIBILITY OF THE INTERNSHIP OFFICE) to ***officially*** drop (if necessary) any classes you need to drop to accommodate the internship. All add/drops to your schedule (including scheduling the internship) must be completed before the end of the add/drop period. *We cannot add internships after the add/drop period.* If you plan to enroll in courses during the internship semester, we recommend that you schedule no more than six additional credits if you are planning on working at your internship full-time.

If you are dropping a course in order to complete an internship, MEET WITH YOUR ACADEMIC ADVISOR TO DISCUSS THE RAMIFICATIONS of your actions.

- B. Please observe the pay date on your billing form. You must pay for your internship semester credits by the date listed. If you fail to do so, credit will NOT be awarded for the internship.
- C. If you have already paid for a full-time course load prior to receiving internship approval and you plan to change to part-time status, you should contact the Student Accounts Administrative Assistant at 477-1620 to request a refund. ***Refunds are not processed automatically.***