

Internship Policies and Procedures

College of Business

Terms internship and Co-op are used interchangeably, and generally taken for elective credit. For the purpose of this policy, the term “internship” will refer to an unpaid experience between intern and mentor; the term “Co-op” will refer to a paid experience between intern and mentor. Inquiries for internships and Co-ops should be directed to Counseling and Career Services. If the experience is determined to be an internship, the following policy will apply.

The College of Business believes that internships can be very important as a part of preparing for a career. Internships for College of Business students may be approved as follows, unless superseded by a specific course syllabus:

- 1 credit hour Requires at least 50 hours of work experience.
- 2 credit hours Requires at least 100 hours of work experience.
- 3 credit hours Requires at least 150 hours of work experience.

An internship must last for a minimum of 5 weeks and may require not more than 30 hours per week. No more than 3 credit hours of internship credit may be taken during any one-semester period. Credit for an internship will count as elective hours and a student may take no more than 6 hours of internship credit. Standard tuition rates apply to internship.

Internships should coincide with the Athens State University academic term, with the internship beginning and ending within the academic term. Internships are graded on a basis of pass or fail, which does not impact GPA.

The College of Business will retain names of potential internship sponsors; however, the student may find a potential sponsor and request approval from the College. Students may not receive internship credit working for themselves, a family member, another student, nor for an immediate supervisor with whom the student is currently employed. An internship with the student’s current employer is strongly discouraged but will be permitted provided the following conditions are satisfied: i) the internship is in a different area (i.e. department or division) of the company from the student’s current job, ii) the internship duties will be significantly different than the duties required of the student’s current job, and iii) the sponsoring faculty member must give approval.

The College of Business will retain resumes for interested students on file and will require an interview with the student before referral. A description of the position will be required from the employer before the College will refer students. The sponsor must sign an “Internship Agreement” with the student when the student is accepted.

Student Eligibility:

To apply for an internship, the student must have completed at least one semester at Athens State University and have completed a minimum of 12 hours in the business curriculum, to include

MG 320 or GBA 300, and have a GPA of 2.5 or higher. Students who fail to pass will be terminated from the internship program and deemed ineligible for future participation.

Approval Process:

The employer must fill out an internship request form, which may be obtained from the College of Business. The student will provide a resume to the College, which will be provided to the employer.

Upon approval of the “Internship Agreement,” the student will obtain a CRN (course reference number) from the College of Business and register for the course. The student must also complete the “Letter of Acknowledgement” stating agreement with all of the policies and procedures.

The student must have all documentation completed by the day before classes begin for the new semester. If this day falls on a Saturday or Sunday, then all documentation must be completed by 4:30 p.m. on the Friday before classes begin. Exceptions will be made on a case-by-case basis.

Employer Eligibility:

The employer should offer an opportunity for the student to apply, practice, and develop skills and knowledge in a business program area.

The employer should provide a safe environment for the student.

The employer should review the student’s work regularly and complete the “Employer’s Evaluation Form” during the last week of the internship.

Guidelines for Written Summary of Internship Experience:

At the conclusion of the internship, the student will be required to submit a written summary (5-7 double-spaced pages) about the internship experience. This should be a reflection paper, which broadly describes the experience. Please include:

Required:

A brief description of the business

A discussion of your duties and what was learned

A reflection of the skills acquired

A reflection of how this experience relates to classroom experiences

Other experiences to include if applicable:

Activities:

Discuss skills that were needed to perform in this career field.

Describe areas where the student might improve.

Relationships with the Employer:

Describe the guidance and instructions received.

What feedback was given concerning the student's performance?

Impressions:

How did previous coursework prepare the student for the internship?

Describe how the experience met or did not meet expectations.

What was the least and most enjoyable aspect of the experience?

Describe whether the experience has influenced or changed career choices.

Work Samples:

If the internship involved writing or creating written materials or reports, please include samples of this work.

Written Summary Format:

Please turn in a folder with the following:

- Identification Page
- Activity Log--a bulleted list of the student's experiences weekly on the job
 - Example:
January 10
 - Orientation with supervisor
 - Attended staff meeting with supervisor

Written Summary--the paper as described above (5-7 pages)

These two items along with the supervisor's evaluation will determine the student's grade. The supervisor's evaluation should be sent directly to the sponsoring faculty member and Dean's Office in the College of Business.

Communication

Athens State University provides each student with an official e-mail account (*username@my.athens.edu*). All official correspondence will be sent to the University-provided student email account, including course-related e-mails and campus announcements. All students are required to use and maintain their Athens State University e-mail account. Personal e-mail accounts (i.e. not a student's official account) should not be used when contacting Athens State University faculty or staff, technical support, or when submitting coursework.