



Internship Program Resource Guide for Course Credit

(MGMT 499, MKTG 499, FIN 499, ACCT 499, IT 495)

ABILENE CHRISTIAN UNIVERSITY

Live Up



Paths for Locating an Internship

There are two basic paths for securing an internship where employment is concerned. The following choices must be made prior to receiving course credit on your transcript:

If you are not currently employed:

- You may either use your own contacts or you may wish to use **CareerLink** to select an employer who is willing to hire you as an intern. Match the position with your major/discipline.
- If you wish to use **CareerLink**, and you have created an account, you will need to upload your resume, and choose Fall or Spring internship under Applicant type. **Note: You must post your resume to CareerLink before you can apply for internships.**
- When applying for posted internships on CareerLink it is important to look at all of your options and schedule interviews as soon as possible.
- Any arrangements on pay or other conditions of work are between the intern and the on-site supervisor.
- You will need to complete an Internship Information form (attached) and return it to the COBA Connections Office **before** the internship period begins.
- When you submit your Internship Information Form and your internship is approved, you will be enrolled in the internship class (MGMT 499, MKTG 499, FIN 499, ACCT 499, or IT 495).

If you are currently employed:

- If you are currently working in your major/discipline, you can receive internship credit for the experience if your employer/supervisor allows.
- Any arrangements on pay or other conditions of work are between the intern and the on-site supervisor.
- You will need to complete an Internship Information form (attached) and return it to the COBA Connections Office **before** the internship period begins.
- When you submit your Internship Information Form and your internship is approved, you will be enrolled in the internship class (MGMT 499, MKTG 499, FIN 499, ACCT 499, or IT 495).

For Credit Course Requirements

All interns must complete the following to receive internship credit:

- ✦ Develop a set of objectives and goals for the work experience.
- ✦ Work a minimum of 8 hours per week for the host company for a minimum of **100 hours**. (Fall & Spring)
- ✦ During Summer months, work a minimum of **144 hours** for the host company.
- ✦ Maintain a weekly journal of activities, hours worked, and work completed specific to internship objectives and goals.
- ✦ Attend monthly meetings during the semester as scheduled by the Director of Internships.
- ✦ Submit a performance evaluation completed by the host company supervisor.
- ✦ Write an end of course report summarizing the experience including accomplishments and recommendations for the host company. Recommendations should include suggestions of both positive and negative things that affected the success of this individual internship from the company, university, and student perspective.

Students are responsible for submitting their journal; end of course report, and performance evaluation to Dr. Coco the week before finals to receive a grade.

Other Important Information

Please visit with the advising staff in the COBA Connections Office and have them review your degree plan to determine if you have an upper level business elective available or a free elective that internship credit will fulfill. **Only three hours of internship credit can be applied to your degree plan.**

- ✦ **Internship credit may not be granted retroactively for work already completed.** You must be registered for the internship course prior to working as an intern to receive internship credit.
- ✦ Only three hours of internship credit can be applied to your degree plan, and **you will be billed for 3 hours at the current ACU tuition rate.**

INTERNSHIP INFORMATION FORM

Register for the term in which your internship ends:

FALL _____

SPRING _____

SUMMER I _____

SUMMER II _____

I wish to register for:

MKTG 499 _____

MGMT 499 _____

ACCT 499 _____

FIN 499 _____

IT 495 _____

STUDENT INFORMATION:

NAME: _____ BANNER ID #: _____

EMAIL: _____ PHONE NUMBER: _____

ADDRESS (while interning): _____

CITY: _____ STATE: _____ ZIP: _____

MAJOR: _____ CLASSIFICATION: _____ GPA: _____ EARNED HOURS: _____

Please check one:

- I found my internship through my own resources or connections.
- I found my internship through the College of Business Administration and meet the eligibility requirements: 90 earned hours & 2.5 overall GPA.

HOST COMPANY INFORMATION:

COMPANY NAME: _____

HOST COMPANY ADDRESS: _____

SUPERVISOR'S NAME: _____ PHONE#: _____

E-MAIL: _____ FAX#: _____

LEARNING ACTIVITIES & OBJECTIVES

What do you want to gain from your internship and what learning activities will you participate in?

By signing below I affirm that I have read and understand all course requirements for the ACU internship class as explained in the internship packet and I agree to:

- Be registered for three hours of internship course credit, for which I will be billed 3 hours of ACU tuition.
- Work a minimum of 100 hours during the term for my host company (144 hours during Summer terms).

I further understand that by signing below I am granting Abilene Christian University permission to confirm my enrollment in the internship course to the employer above.

Student Signature

Date

For office use only:

Approved by:

Mr. Troy M. Stirman

Director, Career & Alumni Development

Entered by:

Mrs. Evy Greenlee or Karen Viertel

Advisors, Connections Office

Date

On-Site Supervisor's Evaluation

EVALUATOR NAME: _____

INTERN NAME: _____

PROGRAM: _____

Ratings:

- 1 Unsatisfactory
- 2 Satisfactory
- 3 Very Good
- 4 Excellent
- 5 Superior
- NA Not Applicable or
Unable to Assess.

Directions:

Please circle the rating which best describes the performance or characteristics of the student. Additional academic requirements, site visits, and other contacts will be assessed by the Internship Director in determining an assigned grade. Thank you.

JOB PERFORMANCE SKILLS (circle)

- | | | | | | | |
|---|---|---|---|---|----|---|
| 1 | 2 | 3 | 4 | 5 | NA | <u>QUALITY OF WORK.</u> Assignments are complete, accurate and orderly. |
| 1 | 2 | 3 | 4 | 5 | NA | <u>TECHNICAL ABILITY.</u> Possesses the required entry-level abilities to complete assignments. |
| 1 | 2 | 3 | 4 | 5 | NA | <u>JUDGMENT IN DECISION MAKING.</u> Exhibits discretion and balance in making decisions. |
| 1 | 2 | 3 | 4 | 5 | NA | <u>COMMUNICATION SKILLS.</u> Demonstrates appropriate written and oral communication skills and professional vocabulary. |
| 1 | 2 | 3 | 4 | 5 | NA | <u>TEAM MEMBER.</u> Works well with, and for, others. |
| 1 | 2 | 3 | 4 | 5 | NA | <u>TIME MANAGEMENT.</u> Is able to schedule time efficiently and uses time effectively in accomplishing goals. |
| 1 | 2 | 3 | 4 | 5 | NA | <u>DEPENDABILITY.</u> Reliable, timely, and productive in meeting assignments. |
| 1 | 2 | 3 | 4 | 5 | NA | <u>CREATIVITY.</u> Imaginative and resourceful in problem solving. |
| 1 | 2 | 3 | 4 | 5 | NA | <u>INITIATIVE.</u> Seeks new responsibilities, tasks, or skills; does not hesitate to ask questions. |
| 1 | 2 | 3 | 4 | 5 | NA | <u>ATTITUDE TOWARD EXPERIENCE.</u> Enthusiasm and interest are apparent and consistent. |
| 1 | 2 | 3 | 4 | 5 | NA | <u>SELF-CONFIDENCE.</u> Poised and sincere in representing their strengths and limitations. |
| 1 | 2 | 3 | 4 | 5 | NA | <u>PROFESSIONAL INTEREST.</u> Seeks information from professionals, reads journals/articles, or participates in activities enhancing career development. |

JOB PERFORMANCE SKILLS (circle)

| | | | | | | |
|---|---|---|---|---|----|--|
| 1 | 2 | 3 | 4 | 5 | NA | <u>SUPERVISORY RELATIONSHIP</u> . Attentive, cooperative, and responsive to supervision. |
| 1 | 2 | 3 | 4 | 5 | NA | <u>ACCEPTANCE OF CRITICISM</u> . Receives and uses suggestions to bring about positive changes in work habits. |
| 1 | 2 | 3 | 4 | 5 | NA | <u>PUNCTUALITY</u> . Responsible for time demands. |
| 1 | 2 | 3 | 4 | 5 | NA | <u>PERSONAL APPEARANCE</u> . Is consistent with meeting the image standards of the organization. |

OVERALL EVALUATION (Check one): ____1 ____2 ____3 ____4 ____5

OPEN COMMENTS: (Optional) On the following lines, please indicate any additional comments or suggestions you have for the student.

NOTES TO THE COLLEGE: (Optional) Do you have any informational needs or comments for the faculty coordinator regarding the student or the internship program?

RECOMMENDED NUMBER GRADE: (____)
100 (A+), 95 (A), 90 (A-), 89 (B+), 85 (B), 80 (B-), 79 (C+), 75 (C), 70 (C-), 69 (D+), 65 (D), 60 (D-), 59 (F)

SIGNATURE OF SUPERVISOR: _____ **DATE:** _____

SIGNATURE OF STUDENT: _____ **DATE:** _____

THE EMPLOYER'S ROLE

1. Ensuring that the student intern gains knowledge that is equal to or greater than the knowledge gained in a traditional classroom setting.
2. Orienting the intern to the company's structure, culture, and operations.
3. Orienting the intern to the company's policies and procedures regarding appropriate dress, office hours and applicable leave policies. Introducing the intern to the appropriate professional and clerical staff.
4. Provide a formal training program as required for the intern to complete company assignments.
5. Provide the intern with adequate resources necessary to accomplish assigned objectives.
6. Orienting the intern to the company's general business policies and procedures as it pertains to the firm's operations.
7. Affording the intern the opportunity to identify with the supervisor as a professional staff person by jointly participating in office interviews, meetings, conferences, projects, and other personnel and management functions.
8. Assigning and supervising the completion of tasks and responsibilities that are consistent with the intern's role in the company.
9. Consulting the faculty coordinator in the event that the supervisor becomes aware of personal, communication or other problems that are disrupting the intern's learning and performance.
10. Providing regularly scheduled supervisory conferences with the interns.
11. Participating in joint and individual conferences as needed with the intern and faculty coordinator regarding the student intern's performance.
12. The employing firm provides a written evaluation of the student at the conclusion of the internship.

THE UNIVERSITY'S ROLE

1. Identify potential employers and define projects or job opportunities.
2. Screen internship candidates.
3. Conduct individual pre-placement orientations and introduce the intern to the nature and purpose of the internship.
4. Introduce and orient the company supervisor to the purpose and objectives of the internship.
5. Consult with the company supervisor and intern on a regular basis regarding the intern's performance. **(Fall & Spring internships only)**
6. Coordinate activities between university and employer.
7. Assume responsibility for removal of an intern from the internship setting whenever necessary.
8. Assist employers in evaluating work of interns.

THE STUDENT'S ROLE

1. Adhering to company work hours, policies, procedures, and rules governing professional staff behavior.
2. Adhering to company policies governing the observation of confidentiality and the handling of confidential information.
3. Assuming personal and professional responsibilities for her/his actions and activities.
4. Maintaining professional relationships with company employees, customers and so forth.
5. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
6. Relating and applying knowledge acquired in the academic setting to the company setting.
7. Developing self-awareness with regard to attitudes, values, behavior patterns that influence work.
8. Utilizing conferences and other learning opportunities afforded within the company.
9. Being consistent and punctual in the submission of all work assignments to the supervisor and faculty coordinator.
10. Providing the faculty coordinator with monthly progress reports. **(Unless Summer Internship)**
11. Maintain a weekly journal comprising a chronological list of all work experience gained in the internship.
12. Write a paper demonstrating the knowledge gained in the internship.

Sample Meeting Schedule
Abilene Christian University
College of Business Administration
Memorandum

TO: Spring 20XX Interns
(ACCT 499, FIN 499, MGMT 499, MKTG 499, IT 495)

FROM: Dr. Malcolm Coco, DPA, PHR, Associate Professor

DATE: January XX, 20XX

SUBJECT: Spring 20XX Intern Meetings

Plan to attend the meetings listed below as part of your course work for your internship. We will meet in the College of Business Administration Dean's Conference Room at 7:00 A.M. on the days listed below. Be prepared to discuss your current projects and what progress you have made since the last meeting. The meeting should take no longer than 30 minutes if everyone is on time. **Please be prompt in making this meeting.** (ATTENDANCE is graded).

Plan to work at least 100 hours with your host company. The writing assignment for the course will be a double spaced typed report of what you have learned, accomplished, and the projects you have worked on during the course of the internship. Don't forget to keep a handwritten journal of activities each time you are working as an intern. It will help tremendously when writing your end of course paper. Attach your handwritten journal to the end of course written assignment. The written assignment and host company evaluation is due on **Tuesday, April 30th. This assignment is due at the meeting. NO late papers will be accepted and you will receive a "0" for this portion of your grade.**

Example Meeting Dates

February 5th February 19th

March 5th March 19th

April 2nd April 16th

April 30th- Writing Assignment and Evaluations Due

Grading

¼ Bi-weekly meetings

½ Host company performance evaluation

¼ Written assignment

Contacts for Internship Information

Contact:

Troy M. Stirman, CPRW
Director, COBA Connections Office
105 Mabee Business Building
ACU Box 29347
Abilene, TX. 79699-9347
325-674-2628 (office)
325-674-6680 (fax)
troy.stirman@acu.edu

**For information about finding an
internship, receiving an internship list,
getting your internship approved, etc.**

Contact:

Dr. Malcolm Coco, PHR
271 Mabee Business Building
ACU box 29330
Abilene, TX 79699
325-674-2560 (office)
325-674-2507 (fax)
325-673-1625 (home)
malcolm.coco@coba.acu.edu

**For information about course
requirements, internship meetings,
scheduling on-site visits, etc.**

Live Up