



Thank you for inquiring about our internship program. I am writing to you to determine what specific intern needs you will have for Fall, Spring, and Summer terms. Internships major features are:

- 1) Internships/field experiences (hereafter, internships) will be at least 80-100 hours and are not to exceed 110 hours during the internship period.
- 2) All interns will be paid for the hours worked in excess of those specified above, at least at the minimum wage as specified under EEO guidelines. Otherwise, the interns agrees to work as an unpaid volunteer.
- 3) As indicated in the intern policy statement, interns must receive useful IT/web development project experience. As such, interns need to be trained and supervised closely.
- 4) Prospective interns must present a signed contractual agreement to a prospective intern sponsor. The contract must have been signed by the intern advisor, Dr. Eppright, and is to be signed by the intern and intern sponsor, once the internship has been negotiated. This form will be returned to the intern advisor and a copy should be kept by the intern and intern sponsor.
- 5) Interns and intern sponsors will mutually evaluate each other and these forms should be sent to the internship advisor at the end of the internship.

If you are interested in our internship program, please fill out the enclosed internship announcement and return it at your earliest convenience. See <http://itde.cob.uwf.edu> for examples of previous client projects.

Sincerely,

Revised January 2005

Dr. David R Eppright
Associate Professor of Marketing
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**IT WEB DEVELOPMENT/DIGITAL ENTERPRISE CAPSTONE
INTERNSHIPS/FIELD EXPERIENCES
COLLEGE OF BUSINESS
UNIVERSITY OF WEST FLORIDA**

PURPOSE: The purpose of an internship program is to provide students with a unique opportunity to gain "real world" experience in business fields while pursuing their studies. Therefore, an internship is not simply a part-time job; it is a fixed-term work experience with clear learning objectives. It provides the opportunity for the student to apply concepts and theories learned in the classroom to practical situations and problems under the supervision and guidance of a practicing professional. The intern, then, should interact with the business owner/manager and be exposed to the decision making processes within the firm.

INTERN OPPORTUNITIES: The student interested in an internship should see the Internship/Field Experience Advisor (IA) in his/her major department. The IA will advise the student of available internship opportunities with local firms/organizations. In some cases, a student may find firms or organizations which are willing to provide an internship; these must be approved by the IA.

REQUIREMENTS OF INTERN SPONSOR

Definition of the Intern's Duties: The firm desiring to sponsor a student intern should send to the IA a letter describing the duties and responsibilities of the proposed internship. The letter should include, but not necessarily be limited to, answers to the following questions (**ONLY APPLIES IF THE INTERN CREATES THE INTERNSHIP ON HIS/HER OWN, NOT IF THE SBDC OR UWF CREATES THE INTERNSHIP**):

What will the student's job be?

What duties will the student be expected to perform?

To what experience will the proposed internship expose the student? If possible, please include a time-line of the experience with approximate dates.

In general, students may not intern within the company or organization by which they are employed prior to requesting the internship; however, exceptions may be made with justification and approval. Students may not gain internship credit for performing the duties for which they are already responsible. If a student does seek an internship within an organization in which h/she is currently employed, the following questions should be addressed:

What is the student's regular job?

How do the duties of the proposed internship differ from the regular job?

The primary criterion for approval of an internship is that the firm agree to involve the student in meaningful experiences in the areas of the student's major within the firm. **Interns need to be trained and supervised closely.**

Remuneration: Internships do not need to be paid. Of greater concern is that the Intern Sponsor agrees to provide a meaningful experiential work environment for the student; learning is the paramount criterion, and academic credit cannot be granted for a "part-time job."

REQUIREMENTS OF THE STUDENT INTERN

Eligibility: The student desiring an internship should see the IA to determine the feasibility of participating in an internship program. **As a general rule, senior standing and a GPA of 2.5 will be the minimum to participate**

in the internship program. Students must use elective hours for internship credit; core courses cannot be replaced by an internship. When the IA has approved the student for the internship program, the IA will attempt to secure an Intern Sponsor for the student. The student will visit with the sponsor for a "screening" interview.

Intern Paper/Notebook: All intern students are required to write and submit a paper to the IA at the end of the semester in which they are enrolled in the Intern course. **The deadline for the paper/notebook is the last day of regularly scheduled classes during the specified semester.**

The paper (requirements to be defined by the IA) should describe the intern experience in terms of how the experience relates to course material that the student has learned. The last page of the paper should assess the internship experience: Was the experience valuable? Why or why not? What improvements would you suggest in (a.) administration of the program? (b.) the Intern Sponsor?

ACADEMIC CREDIT: Students register for the course as they would any regular course and earn academic credit by successfully completing the internship program.

Up to 3 hours of academic credit may be earned in the Intern program. In certain, unusual circumstances, additional credit may be granted or an additional internship may be proposed. The number of academic credits will range from 1 to 3 hours and will be determined by the following schedule of hours worked at the intern firm during the semester:

<u>Average Hours Worked Per Week/ for 15 Week Semester</u>	<u>Average Hours Worked Per Week/ 12 Week Summer Term</u>	<u>Academic Credit Earned</u>
6	7.5	3

** Time requirements are proportionate when the internship is carried out in the B or C terms where time available is limited to 6 week summer terms.

Internships/Field Experiences will be at least 80-100 hours and are not to exceed 110 hours during the internship period (e.g., 3 credit hour internship).

With justification, these guidelines may be amended. For instance, some national companies offer very high quality, well-managed intern programs wherein intern students may work as much as 40 or more hours per week while earning a professional-level salary. Exceptions will be granted by the IA.

CONTRACT: Prospective interns must present a signed contractual agreement to a prospective intern sponsor. The contract must have been signed by the intern advisor, the intern, and the intern sponsor, once the internship has been negotiated.

REGISTRATION: The student must register for the internship at the beginning of the semester and are not allowed to start the internship in the middle of the semester.

EVALUATION: Interns and intern sponsors will mutually evaluate each other and these forms should be sent to the internship advisor at the end of the internship.

INTERN ADVISOR

Dr. David R Eppright
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**INTERN SPONSOR EVALUATION FORM
(for intern sponsors only)**

Intern Name

Date

Satisfactory

Unsatisfactory

Promptness (check appropriate category)

Professional Appearance

Ability to Learn

Ability to Follow Directions

Ability to Complete Work as Directed

Overall Intern Evaluation

SEND EVALUATION TO (PRIOR TO END OF FIELD EXPERIENCE):

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UWF IT DIGITAL ENTERPRISE/DEPT OF MARKETING INTERNSHIP/FIELD EXPERIENCES
(unnecessary unless multiple semester internship required)

INTERNSHIP FOR: ___ FALL ___ SPRING _____ SUMMER

INTERNSHIP TITLE:

COMPANY:

CONTACT PERSON:

ADDRESS:

PHONE:

HOURS:

NO. OF PERSONS

SKILL REQUIREMENTS:

JOB DESCRIPTION:

SEND DESCRIPTION TO:

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The start date for this internship/field experience is _____, and the end date is _____.

Under the terms of this agreement, _____ (Student) will work _____ hours per week and earn 3 credit hours. The internship/field experience will not be for pay.

Note: All client materials necessary for completion of the website/database project must be delivered by

Date

Student Intern

Date

Intern Sponsor

Date

Intern Advisor

Date

SBDC Advisor (if applicable)

Date

Revised January 2005

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The start date for this internship/field experience is _____, and the end date is _____.

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Date

Intern Sponsor

Date

Intern Advisor

Date

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Date

Revised January 2005

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The start date for this internship/field experience is _____, and the end date is _____.

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Date

Intern Sponsor

Date

Intern Advisor

Date

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Date

Revised January 2005

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