

Lewis-Clark State College
Business Division Internship Program

Guidelines for Eligibility

- You must be a Business Division major in good standing; you must have a 2.0 cumulative GPA *and* a 2.5 core/major GPA.

Purpose of Internships

- Identify career paths
- Learn by experience in the workplace environment
- Apply classroom learning to the real world
- Network and make contacts in your chosen career field
- Enhance your resume

Procedure

1. You are responsible for contacting an agency and setting up your internship. Secure an internship contract form from the Business Division office. Make sure the internship coordinator signs the release on the back page indicating that you are eligible and in good standing.
2. Together with the internship agency, complete the outer cover of the Internship Contract and the Work Plan; the agency project supervisor must sign the back of the contract and should keep a copy.
3. Bring the contract back to the Business Division to the internship coordinator and determine assignments, deadlines for assignments and evaluations, and number of credit hours. The internship coordinator must sign the contract. You should request a copy of this contract.
4. The internship coordinator must sign your add slip. Take this slip to the Registrar.
5. You are expected to report to your internship agency at the appointed times and to complete the work assigned in a professional manner.
6. Turn in all progress reports, supervisor evaluations, and assignments on time. Your grade is determined by the internship coordinator, based on the requirements of your internship and the results of your evaluations and assignments.

How many credits can I earn?

- 50 hours (approximately) of supervised work, focused on onsite learning, equals 1 hour of academic credit.
- You may register for a minimum of 1 and a maximum of 12 credits in a single semester. A total of 24 internship credits may be applied toward graduation requirements.
- Up to 6 credit hours can count towards business electives; an additional 18 credit hours can be counted as general electives.
- Internships are graded Pass/Fail. "P" credit hours do NOT enter into your GPA; however, an "F" is calculated into both semester and cumulative GPA.

Lewis-Clark State College
Business Division
500 8th Avenue, Lewiston ID 83501

Internship Contract

Date _____

Name _____ Student ID# _____

Circle One: **List number of credits:**

Bus 294/394/494 --- # of credits _____ AC 294/394/494 --- # of Credits _____

Name of Sponsoring Agency _____

Address _____

Phone (____) _____ Supervisor _____

Title and brief description of proposed experience _____

Start Date _____ End Date _____ Hours/Week _____

Academic credit will be awarded at the rate of 1 credit hour per 50 hours (approximately) of supervised work. Internships provide opportunities for students to experience and apply classroom concepts and knowledge in a business environment.

Intern's mailing address during the internship

Phone (____) _____

To be Completed by the Student

1. What do you want to learn from this experience? (Objectives)

2. How does this relate to your curriculum?

3. How will you incorporate this experience into your career goals?

Approvals: The signatures below indicate that these individuals have read the contract and approve it as an appropriate internship experience.

_____ Date

Agency Head or Project Supervisor

_____ Date

Internship Coordinator

After obtaining the above signatures, you must register for AC 294/394/494 or BUS 294/394/494. Use the Add/Drop Form and have the internship coordinator initial and sign. Be sure to get the Business Division stamp on your signed form before going to the Registrar's office.

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The final grade will be pass/fail and will apply as elective credit only.

_____ Date

Student Signature

5. Was a written report or publication required by the internship? If yes – has the report been completed and submitted?

6. Would you envision sponsoring interns in the future?

If yes, what period – Fall Spring Summer Continuously.

7. Would you recommend the internship program to other agencies? If yes, could you suggest any division in your own agency, or other agencies that may be interested.

8. Additional comments:

Intern signature

Date

Supervisor signature

Date

*Lewis-Clark State College
Business Division Internship*

Final Student Progress Report

Due Date _____

Intern Name _____ Supervisor _____

Agency _____

1. Did you fulfill your work objectives?
2. What has been your most significant accomplishment or satisfying moment during the work experience?
3. What significant contribution do you believe you have made to the agency?
4. If there has been a frustrating aspect of the job or a significant failure, what is it?
5. Would you be willing to work in a similar agency in the future? Why/why not?
6. How did your work experience relate to your past academic experience?

7. What classes have you taken which you believe were useful?

8. What classes that you haven't taken do you think would have been useful?

9. Would you recommend this internship to another student?

Intern signature

Date

*Lewis-Clark State College
Business Division Internship
Final Supervisor Evaluation*

Due Date _____

Intern Name _____ Supervisor _____

Agency _____

Please rate the following:	Not favorable			Favorable	
Intern cooperative?	1	2	3	4	5
Intern productive?	1	2	3	4	5
Intern managed time efficiently?	1	2	3	4	5
Intern worked on own initiative?	1	2	3	4	5
Intern communicated well?	1	2	3	4	5

Please answer the following:

1. Was the intern academically prepared for this internship?

2. What aspects of the intern's overall performance were most positive?

3. What aspects of the intern's overall performance needed improvement?

4. Were there major changes in the project from what was originally conceived? If yes, explain.

5. Was a written report or publication required by the internship? If yes – has the report been completed and submitted?

6. Would you envision sponsoring interns in the future?

If yes, what period – Fall Spring Summer Continuously.

7. Would you recommend the internship program to other agencies? If yes, could you suggest any division in your own agency, or other agencies that may be interested.

8. Additional comments:

Supervisors signature

Date