



# INTERNSHIP PROCEDURES AND POLICY GUIDE

**All forms should be submitted to the Associate Dean of the College of Business.**

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# College of Business Internship Procedures and Policy Guide

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## Internship Program Overview & Procedures

The primary objective of College of Business Internship courses is to reinforce and enhance the theoretical knowledge received in the classroom with practical on-the-job experiences. With the completion of the lower division foundation courses in business and the attainment of full or tentative admission to the College of Business, students have an opportunity to both apply and observe many of the tools, principles, and practices learned in the classroom in a real world business, industry, or governmental setting.

### Procedures for College of Business Students Seeking Internships

#### 1. OBTAIN A COB INTERNSHIP PACKAGE

- Internship packages may be obtained from the COB Website ([www.cob.tnstate.edu](http://www.cob.tnstate.edu)) or the College of Business Placement Office located in Suite H on the Avon Williams Campus.

#### 2. COMPLETE AND SUBMIT INTERNSHIP FORMS

- The COB Internship Package consists of several documents which must be submitted for internship approval consideration. Please find the documents delineated below accompanied by the person responsible for completing the document.

The forms necessary for internship approval include the Application and Approval Form (accompanied with a current resume) and the Internship Verification Form which must be completed by the host organization along with a statement of specific intern duties and responsibilities.

FORM	THE PERSON WHO SHOULD COMPLETE DOCUMENT
Internship Application/ Approval Form	Intern
Internship Verification Form	Host Organization
Internship Experience Feedback Form	Intern
Internship Evaluation of Performance Form	Host Supervisor

#### 3. ATTEND THE MANDATORY COB INTERNSHIP ORIENTATION SESSION

- All College of Business interns must attend a mandatory orientation session which is conducted in the fall, spring, and summer for students who accept internships or plan to seek them.

#### 4. MAKE SURE THE HOST ORGANIZATION SUPERVISOR COMPLETES EVALUATION FORMS AT MID SEMESTER AND THE END OF THE SEMESTER

#### 5. COMPLETE AND SUBMIT INTERN FEEDBACK FORM AT THE END OF THE SEMESTER

#### 6. COMPLETE ALL INTERNSHIP COURSE REQUIREMENTS AS DELINEATED ON THE OUTLINE FOR COB INTERNSHIP COURSES.

**Note:** Students must work at least 15-20 hours per week on an approved internship throughout a full academic semester.

## Internship Timelines

### Fall 2010

<b>Responsibility</b>	<b>Due Date</b>
Submission of Internship Verification Form, Internship Application, and Position Description	August 26, 2010
Mandatory internship orientation in Avon Williams K459 at 12:00 Noon (4 <sup>th</sup> Floor in College of Business)	September 7, 2010
Internship period begins no later than...	September 8, 2010
Midterm evaluation due from host firm supervisor	October 21, 2010
Internship period closes week of	December 3, 2010
Internship report, Internship Feedback form, and PowerPoint due	December 3, 2010
Internship final evaluation due from host firm supervisor	December 3, 2010
Exit group session in Avon Williams K459 at 12:00 Noon (All interns are to make a PowerPoint presentation lasting no more than 5-7 minutes)	December 3, 2010

### Spring 2011

<b>Responsibility</b>	<b>Due Date</b>
Submission of Internship Verification Form, Internship Application, and Position Description	January 20, 2011
Mandatory internship orientation in Avon Williams K459 at 12:00 Noon (4 <sup>th</sup> Floor in College of Business)	January 21, 2011
Internship period begins no later than week of	January 24, 2011
Midterm evaluation due from host firm supervisor	February 28, 2011
Internship period closes week of .....	April 28, 2011
Internship report, Internship Feedback form, and PowerPoint due	April 28, 2011
Internship final evaluation due from host firm supervisor	April 28, 2011
Exit group session in Avon Williams K459 at 12:00 Noon (All interns are to make a PowerPoint presentation lasting no more than 5-7 minutes)	April 28, 2011

## **Internship Timelines**

### **Summer 2011 Full Session**

**(Intern must complete a minimum of 20 hours per week with host organization.)**

<b>Responsibility</b>	<b>Due Date</b>
Submission of Internship Verification Form, Internship Application, and Position Description	May 23, 2011
Internship period begins no later than week of	June 1, 2011
Midterm evaluation due from host firm supervisor	July 1, 2011
Internship period closes	August 4, 2011
Internship final evaluation due from host firm supervisor	August 4, 2011
Internship report, Internship Feedback form, and PowerPoint due	August 4, 2011

### **Summer 2011 Session II**

**(Intern must complete a minimum of 37.5 hours per week with host organization.)**

<b>Responsibility</b>	<b>Due Date</b>
Submission of Internship Verification Form, Internship Application, and Position Description	July 1, 2011
Internship period begins no later than week of	July 5, 2011
Internship period closes	August 4, 2011
Internship final evaluation due from host firm supervisor	August 4, 2011
Internship report, Internship Feedback form, and PowerPoint due	August 4, 2011

**Note: Summer interns must submit their internship report and PowerPoint presentation on a flash drive or CD-Rom by 12:00 noon on August 4, 2011. The supervisor's final evaluation must also be submitted by 12:00 Noon on August 4, 2011.**

Semester \_\_\_\_\_

## Internship Application and Approval Form

Student Name: \_\_\_\_\_

Student "T" Number: \_\_\_\_\_

Major: \_\_\_\_\_

Classification: \_\_\_\_\_

Local Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Officially admitted to the Upper Division of the  
College of Business? ☐ Yes ☐ No

Course for Which Academic Credit is Desired:

ACCT 4800 – Accounting Internship <input type="checkbox"/>	BISI 4800 – Business Information Systems <input type="checkbox"/>
MGMT 4800 – Management Internship I <input type="checkbox"/>	MGMT 4810 Management Internship II <input type="checkbox"/>
No Academic Credit is Desired <input type="checkbox"/>	

### Internship Host Organization Information:

Please provide information about your internship host organization and attach the Internship Verification Form along with a duties and responsibilities statement.

Name of Host Organization: \_\_\_\_\_

Physical Location of Internship: \_\_\_\_\_

Supervisory Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Please attach a copy of your resume and sign below.

*I, \_\_\_\_\_, agree to represent Tennessee State University's College of Business in an exemplary, professional manner and to guard all business information I am exposed to with the highest degree of confidentiality.*

\_\_\_\_\_  
**Intern Applicant**

\_\_\_\_\_  
**Date**

### Departmental Approval:

This internship has been approved for appropriateness to receive academic credit in the above indicated course.

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Printed Signature

\_\_\_\_\_  
Date

## Internship Verification Form

This form is used to verify that you have offered an internship to a specific student and also details the duties and responsibilities that the intern is expected to perform. Please be sure to sign in the space provided below prior to submission.

Intern's Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Please explain the duties and responsibilities of this position (You may attach a job description if you prefer.).

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Describe the learning and experiential outcomes to be derived by the student intern.

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### We ask that host organizations consider the following when structuring an internship experience for students:

- The provision of meaningful internship experiences for students.
- The provision of direction and a supportive learning and working environment for interns.
- Maintenance of open communication with the intern and internship coordinator.
- Submission of evaluation forms at mid-term and at the end of the semester. Evaluation forms should be submitted to the address indicated below.

Intern Supervisor's Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_

**Please submit this form to:**

**Dr. Millicent Lownes-Jackson, Associate Dean**  
**College of Business, Tennessee State University**  
**330 10<sup>th</sup> Ave., N., Suite H405**  
**Nashville, TN 37203**  
**Phone: 615.963.7127 Fax: 615.963.7139**

## **INTERNSHIP EXPERIENCE FEEDBACK**

**INTERN NAME:** \_\_\_\_\_ **INTERNSHIP COMPANY:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_ **SUPERVISOR:** \_\_\_\_\_

1. What academic background or courses have proved helpful in performing your internship?
2. What additional course work and/or experience would be helpful in order to improve your success in this or future internships?
3. If continuing in your present position, in what areas would you like to be involved to enhance your learning and career development?
4. Has this experience affected your educational or career plans? If so, how?
5. Please give recommendations that could improve the quality of the internship experience.
6. Salary per month/hour; hours worked per week; gross earning for entire period.
7. Did you encounter any problems during your internship assignment?
8. Overall, how do you rate your internship experience?

(Please use the back of this sheet for more space as needed. Thank you.)



## INTERNSHIP COURSE REQUIREMENTS

### Course Objective

The primary objective of College of Business Internship courses is to enhance the theoretical knowledge received in the classroom with practical on-the-job experiences. With the completion of the lower division foundation courses in business and the attainment of full or tentative admission to the College of Business, students have an opportunity, within an approved internship, to both apply and observe many of the tools, principles, and practices learned in the classroom in a real world business, industry, or governmental setting.

**Required Text:** *What Color is Your Parachute* (Available through any bookstore.)

### Course Requirements

1. Students must work at least 15-20 hours per week on an approved internship throughout a full academic semester or a minimum of 20 hours per week throughout the summer.
2. Students must submit, before the beginning of final exams, a paper of approximately 10 typewritten pages in length describing the business or service of the sponsoring firm or agency, their responsibilities as a student intern, and a general overview of accomplishments, new knowledge acquired and any problems encountered during the internship period. The intern is also expected to highlight key concepts and new knowledge acquired as a result of reading the course text.
3. A written evaluation of the intern's performance must be submitted by the internship supervisor at mid semester and before the beginning of final exams. The College's internships Evaluation form should be used for the evaluation process and should be submitted to the department head.
4. A brief oral presentation (5-7 minutes in length, including Q&A) about the internship experience must be made during the period of final exams. A PowerPoint presentation is required.
5. The student intern is required to adhere to any additional internship requirements as specified by specialized internship arrangements such as Supply Chain Management and Business Information Systems.
6. The student intern is required to professionally and confidentially perform defined duties and report to the COB department head or internship coordinator any job related internship problems or concerns.
7. The intern must complete and submit the intern feedback form with their final paper.

### Internship Grade Distribution

Evaluation from Supervisor	60%
Observation by University Representation	10%
Student's Final Report	20%
PowerPoint Presentation	<u>10%</u>
Total	100%

**Note:** Your papers will be graded taking into consideration the quality of content, spelling and grammar, and organization. Additionally, it is your responsibility to present the paper to your supervisor for his/her initials verifying that they have read and approved the paper.

Please invite your supervisor to the PowerPoint presentation which includes a free lunch.

### Additional Comments

Be certain that your voice mail is professional as well as your email address. If you have a roommate, please educate them to be professional when they answer the phone.

## **Format for Internship Final Report**

Student Name  
Company/Name/Address/Telephone/Email  
Name and Title of Supervisor

1. Executive Summary
2. Background of Host Organization
3. Business Operations
  - a. SWOT Analysis
  - b. Organizational Structure (Draw if necessary)
  - c. Marketing Strategy
  - d. Competitive Strategy
4. Responsibilities as a Student Intern
  - a. Duties
  - b. Accomplishments
  - c. New Knowledge Acquired
  - d. Problems Encountered
  - e. How Experience Impacts your Career
5. Brief Summary of Required Textbook  
(Explain how the book helps your career development)
6. Oral Report to be Presented Using PowerPoint

**Format for Internship Final Report**  
**BUSINESS INFORMATION SYSTEMS (BIS) MAJORS ONLY**  
**(All others see standard Internship Final Report Format)**

Student Name  
Company Name/Address/Telephone/Email  
Name and Title of Supervisor

1. Executive Summary
2. Background of Host Organization
3. Business Operations
  - a. Name or description of department to which you are assigned
  - b. Organizational Structure (Draw if necessary)
  - c. Users or customers of the department to which you are assigned
4. Responsibilities as a Student Intern
  - a. Duties
  - b. Accomplishments
  - c. New Knowledge Acquired
  - d. Problems Encountered
  - e. How Experience Impacts your Career
5. Brief Summary of Required Textbook  
(Explain how the book helps your career development)
6. Oral Report to be Presented Using PowerPoint

## Internship/Co-Op Evaluation of Performance Form

Student \_\_\_\_\_ Date Hired \_\_\_\_\_

Job Title \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Title \_\_\_\_\_

Company/Agency \_\_\_\_\_ Department \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

This evaluation is designed primarily to provide feedback on job performance and related issues to assist the student in his/her academic, personal and professional development. Please review and discuss your evaluation with the student. Record your appraisal of the student's performance by writing the appropriate number in the blank after each item. For any item with a rating of "1" or "2", provide an explanation in the space provided. Comments on any other items would also help the student. Use "N/A" if there has been no opportunity to observe the skill, or if it is not relevant to the work setting.

Beyond Expectation

5

4

Satisfactory

3

RATING

Below Expectation

2

1

COMMENTS

RELATIONS WITH OTHERS		
Ability to communicate with staff		
Ability to communicate with clients		
Ability to work with and for others		
SUPERVISION		
Ability to seek and use help		
Openness to constructive criticism		
Ability to work independently		
PERSONAL QUALITIES		
Decision Making		
Trust and confidentiality		
Initiative		
Creativity		
Dependability		
Punctuality		
Ability and willingness to learn		
Adaptability		
Adherence to agency rules and norms		
SKILLS		
Verbal communication		
Written communication		
Analyzing problems		
Problem-solving		
Organizing/seeing projects to completion		
Making and meeting deadlines		

## OVERALL PERFORMANCE

Beyond Expectation  
5                      4

Satisfactory  
3

Below Expectation  
2                      1

	TASK	RATING	COMMENTS
1.			
2.			
3.			

1. What development have you observed in the student's skills, knowledge, personal and/or Professional performance?

2. In what specific areas can the student work toward improvement of performance, knowledge, and/or skill development?

3. What suggestions or advice do you have for the student regarding further study or skill development which would be helpful for further job placements and pursuing a career in this field?

I have discussed this evaluation with the student ____ Yes ____ No	
Supervisor's Signature:	Date: