



INTERNSHIP PROCEDURES AND POLICY GUIDE

All forms should be submitted to the Academic Coordinator.

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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.tnstate.edu/business) 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.

<u>FORM</u>	<u>THE PERSON WHO SHOULD COMPLETE DOCUMENT</u>
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

<u>Fall 2014</u>	
Responsibility	Due Date
Submission of Internship Verification Form, Internship Application, and Position Description	August 25, 2014
Internship period begins no later than...	August 29, 2014
Midterm evaluation due from host firm supervisor	October 26, 2014
Internship period closes week of	December 4, 2014
Internship report, Internship Feedback form, and PowerPoint due	December 5, 2014
Internship final evaluation due from host firm supervisor	December 5, 2014
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 5, 2014

Spring 2015

Responsibility		Due Date
Submission of Internship Verification Form, Internship Application, and Position Description	January 20, 2015	
Internship period begins no later than week of	January 26, 2015	
Midterm evaluation due from host firm supervisor	March 22, 2015	
Internship period closes week of	April 27, 2015	
Internship report, Internship Feedback form, and PowerPoint due	May 1, 2015	
Internship final evaluation due from host firm supervisor	May 1, 2015	
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)	May 1, 2015	

Internship Timelines

Summer 2015 Full Session

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

Responsibility	Due Date
Submission of Internship Verification Form, Internship Application, and Position Description	May 30, 2015
Internship period begins no later than week of	June 1, 2015
Internship period closes	August 7, 2015
Internship final evaluation due from host firm supervisor	August 7, 2015
Internship report, Internship Feedback form, and PowerPoint due	August 7, 2015

Summer 2015 Session II

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

Responsibility	Due Date
Submission of Internship Verification Form, Internship Application, and Position Description	July 6, 2015
Internship period begins no later than week of	July 6, 2015
Internship period closes	August 7, 2015
Internship final evaluation due from host firm supervisor	August 7, 2015
Internship report, Internship Feedback form, and PowerPoint due	August 7, 2015

Note: Summer interns must submit their Internship Feedback Form, final report and PowerPoint presentation by 12:00 noon on August 7, 2015. The supervisor's final evaluation must also be submitted by 12:00 Noon on August 7, 2015.

Semester _____

Internship Application and Approval Form

Student Name: _____

Student "T" Number: _____

Major: _____

Classification: _____

Local Address: _____

Home Phone: _____

City: _____ State: _____ Zip _____

Cell Phone: _____

E-mail Address: _____

Course for Which Academic Credit is Desired:

ACCT 4800 – Accounting Internship †	BISI 4800 – Business Information Systems †
MGMT 4800 – Management Internship I †	MGMT 4810 Management Internship II †
No Academic Credit is Desired †	

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 _____

Host E-mail Address _____

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

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

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:

**Trena Barksdale, Academic Coordinator
College of Business, Tennessee State University**

330 10th Ave., N., Suite H408

Nashville, TN 37203

Phone: 615.963.7138 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 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%
Student's Final Report	30%
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.

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	Satisfactory	Below Expectation
5	3	2
4		1
	RATING	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: _____