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## For Credit Internship Guidelines

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### Overview

Internships are opportunities for students to both apply their academic lessons in an organizational setting and continue their learning in areas relevant to their college studies. They are valuable experiences, ones that often directly enhance communication, teamwork and problem solving skills. In addition, internships expose students to a set of important professional expectations – for appearance, work habits, time management, and interaction with people of different managerial backgrounds. Some internships may even lead to full time employment.

The term “internship” is used to describe a number of working situations:

- paid positions
- unpaid positions
- full-time, formal internship programs (such as at many accounting firms and the Washington Center)
- part-time jobs in relevant areas on or off campus
- jobs overseas as part of a study abroad program

Any of these situations described above may also warrant academic credit. Two points should be emphasized:

1. Students are not required to seek academic credit for internships, but at times academic credit may make sense, especially for formal internship programs.
2. Academic credit is not guaranteed. Credit is warranted only for internships that involve good substance and learning opportunities – the kinds of work that can substitute for an academic course. It is likely many part-time positions offer good experience, maybe even good pay or stipends, but do not warrant academic credit.

These *Internship Guidelines* apply specifically to any internship that carries academic credit in the Division of Business Administration. With such credit, the internship is a joint enterprise between the student, a supervising professor, and management at the organization.

## **Finding an Internship Opportunity**

As in the business world many students will soon enter, the internship world is one where opportunities come from many places and in many forms. One absolute seems constant: success almost always goes to those students who actively plan for and seek out their own internship experiences.

That said, there is plenty of help available:

- The Career Development Center <<http://www.saintjoe.edu/careers/>> is a first place to begin. Meet with the Director and take advantage of the information available.
- The Center for Indiana Partnerships (managed out of the Career Development Center) is also a good place to start. CIP manages a grant-funded stipend program focusing on internships in Indiana. It also has its own set of requirements in order for students to qualify for the stipends.
- Speak to your faculty adviser, who may have suggestions for next steps.
- Start early. Are you interested in an internship for the summer? Then start working with the Career Development Center and speaking to classmates and faculty in the fall. That gives you nine months to stay heads up for contacts and opportunities.
- Enroll in *BUS 301 – Career and Job Planning*. Or otherwise investigate on your own how to prepare a resume. (There is no shortage of online information on what good resumes should include.)
- Find opportunities to network. Attend career events sponsored by the Career Development Center, such as CareerFest here on campus. If invited, prepare for interviews to be selected to participate in the SJC Business Networks of Indianapolis and Chicago.
- Browse company Web sites for information on formal internship programs. (And again, start early. Waiting until after Spring Break to make contacts for a summer internship likely puts you behind a pack of more aggressive internship seekers.)

## **Requirements for Internships through the Center for Indiana Partnership**

If a student has arranged for an internship with a stipend funded through CIP, then there are separate steps required to receive the stipend. Please follow the guidelines provided by the Career Development Center.

If a student also wants to pursue academic credit for the CIP-funded internship, then follow the guidelines below.

## Requirements for Internships With Academic Credit

- A. Students seeking academic credit for an internship must first meet the following College-wide requirements:
- GPA of 3.0 overall and in the major.
  - Junior status (60 credits of study or more).

We encourage freshmen and sophomores to pursue internships, too. (And many business students have done so.) A successful early internship or substantial part-time work experience documented on your resume can be helpful securing a second, more substantial internship. *The above requirement for junior status applies only to those seeking academic credit.*

- B. Students should complete the “Internship for Academic Credit Application” form available from a faculty adviser (and from the division Web site). This form must be completed and signed before the internship begins and requires these additional steps:
- An attached proposal from the student outlining the purpose and main tasks of the internship. Complete this proposal in a business memo format and include:
    - A brief description of the company’s business.
    - An explanation of the kinds of tasks or projects expected to be completed during the internship.
    - A brief statement of the outcomes the student expects to demonstrate at the end of the internship.
  - A supervising professor’s determination of academic credit.
  - A supervising professor’s signature for acceptance of the application.
- C. With the completed and professor-signed application and proposal memo, students may obtain a form from the Registrar and register for the appropriate internship: ACC 390, BUS 390 or ECN 490.
- D. During the internship period, at least two of these academic activities are required to be completed by the student and evaluated by the supervising professor:
- Routine journal entries describing weekly or bi-weekly activities, with analysis that connects these activities to material learned in the classroom. These entries are expected to be about 300 to 500 words (equivalent to 1½ or 2 typed pages, double-spaced), and might be compiled on paper, via e-mail, or on a forum space in Moodle.
  - A final report that summarizes internship activities, clearly identifies key lessons learned, and draws connections to classroom material. This final report is expected to be on the order of a 10 to 15-page standard college paper, or an equivalent 5 to 7-page (single spaced) business memorandum.
  - An internship portfolio that contains a final report containing (a) key lessons learned (b) connections to classroom material, and (c) samples

of reports, memos, projects, brochures, spreadsheets, or other materials completed during the internship.

- A site visit by the supervising professor that includes a brief overview of the student's work and discussions with the internship manager or supervisor. The student is responsible for documenting this visit, summarizing what took place, and soliciting an evaluation from the professor.
- Some other appropriate project or assessment tool, as determined by the supervising professor.

E. At the conclusion of the internship, an appropriate manager or supervisor in the organization must complete the "Internship Assessment" form for the Division of Business Administration. This form must be signed and submitted to the supervising professor before a passing grade can be assigned.

### **Documenting Internship Activity and Assessments**

A copy of the completed "Internship for Academic Credit Application" and "Internship Assessment" forms should be sent to the Career Development Center by the supervising professor. This allows the Center to keep track of for-credit internships completed by business students. Copies of these two forms and the completed academic work (such as journals or portfolios) should be saved for potential assessment activities.

### **Determining Academic Credit**

Business students seeking academic credit for internships should expect that in most cases a credible application would be awarded 3 academic credits. This will require a minimum of 10 contact hours per week (for approximately 15 weeks) of actual internship activities during a regular semester; it may also typically apply to a full time internship during the summer months. *These general guidelines are included in the Academic Catalog for all internship credit at the College.*

More than 3 credits might be awarded in exceptional cases for formal company-based internship programs (such as is common for accounting or as is available through the Washington Center). Some project-based internships, as is common when working for local businesses or in various departments on campus, may warrant less than 3 academic credits.

### **Professional Expectations for Students**

Any Saint Joseph's College student participating in an internship is expected to adhere to important standards of conduct in a business or organizational setting. These not only address the role you play as a representative of the College, but they also address the kinds of things that will help make your internship experience a success. Students with an internship that carries academic credit will be evaluated on these standards.

- Take yourself seriously. Regardless of how formal or informal an opportunity may appear, establish a professional presence in appearance and in relationships with those around you.
- Take your internship duties seriously. Perform your given tasks, small and large, in as professional and timely a manner as possible. Demonstrate to the organization giving you this opportunity that they have your attention and an appropriate priority during your time with them.
- Take time management seriously. Show up on time and regularly as required.
- Know and understand well the expectations of the firm and of your supervising professor. If these are not clear, ask. Don't set up a situation in which you might have to explain, "I didn't know that's what you wanted." Find out what is "wanted".
- Communicate well. With your supervising professor and managers of the firm, communicate timely and effectively regarding any professional or internship-related issues. If an illness requires absence from work, for example, then communicate via phone or e-mail (or both) as soon as possible.
- Communicate professionally. E-mail, phone conversations, memos, meetings discussion: Think professional at all times and refrain from the kinds of short-hand, informal communication formats and techniques you may be more comfortable with on campus.
- Place a high priority on being courteous and helpful. You are likely with the organization for just a short time, and often simple courtesies can go a long way toward establishing a positive impression on managers and colleagues. Say thanks, please, and step in to help someone who needs it. Follow up your internship with thank you letters or notes.

## **Summary Checklist for Internships with Academic Credit**

### *Students:*

- Complete the “Internship for Academic Credit Application” form for the Division of Business Administration.
- Complete in business memo format a proposal for the internship that briefly describes the company and outlines the tasks of the internships.
- Submit both the application and the proposal memo to your adviser or a supervising professor for evaluation.
- Upon approval, take both application and proposal memo to the Registrar to register for the appropriate internship course. (These are ACC 390, BUS 390, and ECN 490.)
- Complete the internship and two of the academic tasks as required. Review the expected standards of conduct and “Interview Assessment” form.

### *Supervising Professor:*

- Review the “Internship for Academic Credit Application” form and proposal memo. Determine appropriate academic credit and sign off where indicated.
- Provide copies of the signed application and memo to the student for registration.
- Manage and evaluate the agreed upon academic tasks.
- Solicit an “Internship Assessment” evaluation from the student’s supervisor or manager.
- Grade.
- Provide a copy of the original “Internship Application,” proposal memo and “Internship Assessment” to the Career Development Center.
- Save copies of all forms and student work (such as journals, reports, portfolios) for possible assessment.

### *Internship Supervisor or Manager:*

- Verify if needed the kinds of tasks expected of the student during the internship.
- Communicate to the supervising professor throughout the internship any special strengths, weakness, issues or concerns about the student.
- Complete the “Internship Assessment” form and provide it directly to the supervising professor.

**Internship for Academic Credit Application**  
Saint Joseph's College Division of Business Administration

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*Business Administration Students:*

*This application form is required when you desire to pursue an internship that carries academic credit. Attach to this application a separate business memorandum that includes (a) a brief description of the business or organization, (b) an explanation of the kinds of tasks or projects expected to be completed during the internship, and (c) a brief statement of the kinds of outcomes you expect upon completing the internship.*

*Bring this completed application, plus the proposal memorandum, to your academic advisor. The advisor (or a supervising professor) will determine whether the internship is worth academic credit and will complete and sign this form. A signed application is required to register for the internship courses, ACC 390, BUS 390 or ECN 490.*

Date of Application: \_\_\_\_\_ Dates of Internship: \_\_\_\_\_  
Student: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Company: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_  
Location: \_\_\_\_\_ Supervisor E-mail: \_\_\_\_\_

Proposed internship course:

- ACC 390 – Accounting Internship
- BUS 390 – Business Internship
- ECN 490 – Economics Internship

*I have read and understood the items explained in the "Internship Guidelines" for the Division of Business Administration.*

Student Signature: \_\_\_\_\_

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*Academic Advisor or Supervising Professor:*

*Please complete the information below, sign, and provide a copy to the student. This completed application is required for registration in an internship course. A section on determining academic credit is included in the "Internship Guidelines," as well as in the Academic Catalog, and it is generally presumed that most substantial internships will carry 3 credits.*

Credits awarded upon successful completion of the course: \_\_\_\_\_

Academic work to be completed and evaluated (choose two):

- Routine journal entries.
- Portfolio.
- Final report.
- Site visit.
- Other: \_\_\_\_\_

Advisor/Supervising Professor Name: \_\_\_\_\_

Advisor/Supervising Professor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Internship Assessment**  
 Saint Joseph’s College Division of Business Administration

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*Thank you for offering our students an opportunity to enhance their practical and professional skill set. Please take a moment to provide feedback on the student as one input in our own evaluation of their internship activity. This completed and signed form should be sent directly to the supervising professor.*

Student Intern: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Company: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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<b>Professionalism</b>	<i>Poor</i>					<i>Excellent</i>	
Attendance:	1	2	3	4	5	N/A	
Appearance and dress:	1	2	3	4	5	N/A	
Relationships with co-workers, supervisors and others:	1	2	3	4	5	N/A	
Attention to the needs of the organization:	1	2	3	4	5	N/A	
Written communication:	1	2	3	4	5	N/A	
Verbal communication:	1	2	3	4	5	N/A	
Other: _____	1	2	3	4	5	N/A	
<b>Work Ethic and Specific Skills</b>							
Ability to meet deadlines:	1	2	3	4	5	N/A	
Attention to detail:	1	2	3	4	5	N/A	
Overall completeness of the assigned tasks:	1	2	3	4	5	N/A	
Overall quality of the assigned tasks:	1	2	3	4	5	N/A	
Proficiency with word processing:	1	2	3	4	5	N/A	
Proficiency with spreadsheets:	1	2	3	4	5	N/A	
Ability to identify and solve problems:	1	2	3	4	5	N/A	
Ability to work in teams or with others:	1	2	3	4	5	N/A	
Ability to take initiative and work independently:	1	2	3	4	5	N/A	
Other: _____	1	2	3	4	5	N/A	
<b>Overall Evaluation</b>							
Likelihood you would want this student to work for you again:	1	2	3	4	5	N/A	
Likelihood you would recommend student to others:	1	2	3	4	5	N/A	
Overall contribution student made to your organization:	1	2	3	4	5	N/A	
Overall impression of student’s potential:	1	2	3	4	5	N/A	
Other: _____	1	2	3	4	5	N/A	

Brief notes on student’s strengths and weaknesses, or any other important comments for feedback:

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