Michigan Technological University

School of Business and Economics

BUS 3900: Business Internship (1-4 credits)

1. Internship may take place during any semester (Fall, Spring or Summer)
2. Academic credit may only be earned during the semester the internship work is performed.
3. Internships projects must be related to the academic major of the student.
4. The internship project requires a minimum of 50 hours of work on the job for each academic credit earned.
5. Prior approval of an internship project for academic credit must be obtained from the School of Business and Economics' (SBE) Coordinator of Academic Services to enroll in BUS 3900.
6. Approval requires the student and a Supporting Faculty member submit a proposal for academic credit. The Supporting Faculty member agrees to work with the student to learn academically along with the professional work experience.

Deadlines for Proposals:	Fall Semester: July 1st
	Spring Semester: December 1st
	Summer Semester: April 1st

7. The final project for academic credit consists of the student report and an employer evaluation of the intern's work experience and potential. The student report should be submitted to the Supporting Faculty for review. The employer evaluation will be collected by the SBE Coordinator of Academic Services
8. Credits for Internship are variable from 1-4 credits (max of 4 credits). The work required is based on the amount of credits desired to earn. Below is an example of the requirements, but may vary depending on internship and Supporting Faculty. Student must meet the faculty provided requirements defined out in the proposal.

1 Credit *(no internship work required)*:

- Paper should be 3-5 pages in length minimum
- 5 year professional development/career plan
- Job Search: including companies you would to work for or geographic regions you'd like to live in
- Resume

2 Credits *(no internship work required):*

- Paper should be 5-8 pages in length minimum
- 5 year professional development/career plan
- Job Search: including companies you would like to work for or geographic regions you'd like to live in
- Resume
- Cover Letter
- 3 References

3 Credits *(internship work required)*:

- Complete a minimum of 150 hours work at the company
- Reports must be turned in on time (end of semester), reflect college-level communication skills (utilizing MLA standards) and be 10-15 pages in length minimum
- Campus Presentation (10 minutes) during the following semester (Spring internships will present in the following Fall)
- Job title and description
- Specific skills needed and/or acquired for the job
- Supervisors job description and how they got to be there (experience, education, networking, etc.)
- Description of interesting person you met/dealt with during internship
- Description of a memorable day or period of time during internship
- Positives and negatives of the work experience
- What are the primary lessons you learned from this experience?
- Summary statement
- If appropriate, include examples of work completed
- Resume
- Cover Letter
- 3 References

4 Credits *(internship work required)*:

- Complete a minimum of 200 hours work at the company
- Reports must be turned in on time (end of semester), reflect college-level communication skills (utilizing MLA standards) and be 18-20 pages in length minimum
- Campus Presentation (10 minutes) during the following semester (Spring internships will present in the following Fall)
- Job title and description
- Specific skills needed and/or acquired for the job
- Supervisors job description and how they got to be there (experience, education, networking, etc.)
- Description of interesting person you met/dealt with during internship
- Description of a memorable day or period of time during internship
- Positives and negatives of the work experience
- What are the primary lessons you learned from this experience?
- Summary statement
- If appropriate, include examples of work completed
- Resume
- Cover Letter
- 3 References

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STUDENT/EMPLOYER AGREEMENT FORM

Internship Purpose

The purpose of the School of Business and Economics (SBE) internship program is to broaden student professional work experiences. For employers, the program provides an opportunity to view the work of students prior to making permanent employment commitments, if applicable. Internships should help students formulate career objectives and give them a more mature perception of concepts taught in upper-level business courses. This program also puts students in contact with potential employers who might not be available through the University Career Center.

During the internship employers may be evaluating students as potential full time professional employees. In some cases, the internship might not be a long enough period of time for students to demonstrate all their capabilities. The student should approach the internship with the same amount of effort and determination expected of a full time professional position.

Policies and procedures

1. Students are expected to return to Michigan Tech at the end of the internship.
2. SBE requires an "Employer Evaluation" from the supervisor regarding the student's performance at the end of the internship period.
3. SBE will require a report from the student at the conclusion of their internship/semester
4. It is expected that each student's internship will run through a full planned cycle. However, if circumstances warrant, an intern may be terminated. The decision to terminate employment of a student and their internship should be made known to the Coordinator of Academic Services (Jodie Filpus-Paakola, 906-487-3597) so that she may discuss the situation with the student and the employer.

-See back of Form-

STUDENT

Name _____Major _____

Address _____ City _____ State _____

Phone _____ E-Mail _____

EMPLOYER

Company Name _____

Supervisor's Name _____

Supervisor's Title _____

Address _____ City _____ State _____

Phone _____ E-Mail _____

AGREEMENT VERIFICATION:

I, (student name) _____ agree to the terms and conditions of my internship at _____ for the position of _____.

Signature _____ Date _____

We hereby agree to hire (student name) _____ for an internship position for the period beginning _____ and ending on_____

Employer Signature _____ Date _____

Michigan Technological University

School of Business and Economics

BUS 3900: Internship Proposal

Prior approval of an internship project for academic credit must be obtained from the SBE Coordinator of Academic Services to enroll in BUS 3900. The School of Business and Economics (SBE) in cooperation with the student, a supporting faculty member submit a proposal for academic credit along with the "Student/Employer Agreement form" The Supporting Faculty member agrees to work with the student to learn academically along with the professional work experience.

Deadlines for Proposals:

Fall Semester: July 1st
Spring Semester: December 1st
Summer Semester: April 1st

Student Name _____ ID # _____

Major _____ Submission Date_____

Academic Semester _____ # of BUS 3900 Credits _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-Mail _____

Supporting Faculty Name/Title_____

Internship Project Description

Project Plan (average number of hours, expected results, etc.)

Basis for Grading (attached rubric if appropriate) as defined by the Supporting Faculty member

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I, (student name) _____ agree to the terms and conditions of my academic requirements and to submit my final report by the end of the semester (Deadline _____)

Signature _____ Date _____

APPROVAL Signatures:

Supporting Faculty Member:_____ Date _____

Undergraduate Program Committee Chair: _____ Date _____

Coordinator of Academic Services: _____ Date _____