



Academic Internship Learning Contract 2017-18

An academic internship is an off-campus learning/practicing experience in which the student applies a body of knowledge and skill in a structured non-classroom setting. The internship must embody significant academic purpose and content, equal in quality to a regular course, yet be of such a nature that it cannot be obtained within the existing course structure. The position may be part-time or full-time and may be salaried or non-salaried. To be eligible for academic credit with the Department of Business & Economics, students are expected to meet the following requirements:

Academic Requirements

- Declared major or minor in the Department of Business & Economics.
- Junior or senior standing (minimum of 60 credit hours).
- Minimum of 20 credit hours completed in the department.
- Minimum cumulative GPA of 2.00 and 2.25 GPA in the major.

Participation Requirements

- Attend a mandatory internship seminar offered monthly during the academic year by the Placement Coordinator.
- Complete the Learning Contract/Statement of Understanding (including a job description) and return it to the Placement Coordinator before the deadline and **within five days of the start of the internship**.
- Participate entirely in the on-line internship course, BUS481 "Internship in Business", offered through the department on Moodle.
- Remain in the internship for the entirety of the placement. An internship must be 3 or 4 credits with the following minimum time required on site: 135 hours for 3 credits, and 180 hours for 4 credits. Participation in the academic component of BUS481 extends for the duration of the term in which the student is registered. This may be beyond the 135/180 hours of the experiential component.
- Complete all requirements of the internship class to gain academic credit. Internships are graded S/U (see university catalog under "Grading System").
- Pay the additional tuition if the internship increases a student's course load beyond 18 credits. See the "Finances" section of the catalog for more information.
- Pay summer session tuition rates for academic credit if the internship is completed during summer session.
- Complete an exit interview with the Placement Coordinator in the final weeks of your internship.

Registration Deadlines for the Internship Course

This date coincides with the last date to add a course for the semester, typically the 6th class day.

- Fall 2017, Tuesday, September 5
- Spring 2018 – Wednesday, February 7
- Summer 2018 – Monday, June 4

Department of Business & Economics

Relevant Internship Policies

Intern Conduct Policy

Internships require a high standard of professional behavior, therefore student interns are expected to understand and conform to the professional standards of the internship site. It is important to the success of the present internship and the continuance of future internships that interns observe standards of conduct that would promote, and not compromise Bethel University in the eyes of individuals and organizations with which it has connections.

Internships with Previous Employers

Students benefit from internships which allow them to develop new skills and apply new academic knowledge. Routine jobs or work which repeats previous experience do not qualify for an academic-credit internship. The work must provide an opportunity to meet academic/educational objectives. Internships with previous employers are only acceptable if the internship tasks are significantly different than those performed during the student's prior employment with the organization.

International Student Eligibility

Some students studying in the Department of Business and Economics at Bethel University are international student. These students are here studying under F-1 visas and are eligible for internship opportunities based on Title 8 CFR 214.2(i) from the United States Code of Federal Regulations:

An F-1 student may be authorized to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.

International students who are considering an internship must first meet with their International Student Advisor to confirm their eligibility and complete any necessary forms. Employers hiring international student interns are not required to complete any extra paperwork.

Learning Contract Completion Instructions

- 1) Complete this form and attach a copy of your job description. Secure a signature of approval from your Site Supervisor.
- 2) Also attach a copy of your current transcript to show that you have met the necessary academic requirements.
- 3) This contract must be turned in to the Placement Coordinator for approval to be eligible for academic credit. **A copy of the job description or internship posting must be attached to be considered for credit.** If you have questions, please contact Lela Sanchez Oslin, Placement Coordinator, Department of Business and Economics, 651-638-6286, l-oslin@bethel.edu.
- 4) Upon approval, you will receive a confirmation notice via email from the Placement Coordinator.
- 5) To be enrolled in the course, **BUS481 - Internship in Business**, you must send a request for enrollment to the Placement Coordinator. Include in this formal request your full name with your ID#, Academic Session (fall, spring, etc.), and number of credits (3/4) for the internship.
- 6) If the internship begins prior to the deadline date, students must submit all internship paperwork to the Placement Coordinator **no later than the 5th day of the internship.**



BETHEL
UNIVERSITY

Learning Contract for Academic Internship
Department of Business & Economics

ALL REQUESTED INFORMATION MUST BE COMPLETED BEFORE THIS FORM WILL BE PROCESSED.
PLEASE SUBMIT COMPLETED AND SIGNED FORM PLUS A COPY OF YOUR
JOB POSTING & TRANSCRIPT TO: Lela Sanchez Oslin, l-oslin@bethel.edu

Name: _____		ID#: _____	
Class (circle one): Jr. Sr.		Major: _____ Emphasis: _____	
GPA: _____	E-mail: _____	P.O. #: _____	Phone: _____

Internship Title: _____		Organization: _____	
Address: _____ (City, State, Zip) _____			
Site Supervisor's Name: _____		Phone: _____	
Site Supervisor's Title: _____			
E-mail: _____		Session: (Please <input checked="" type="checkbox"/>) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
Internship Type: (Please <input checked="" type="checkbox"/>) <input type="checkbox"/> Accounting <input type="checkbox"/> Bus Analytics <input type="checkbox"/> Finance <input type="checkbox"/> HR <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Marketing <input type="checkbox"/> Other _____			
Start Date: ____/____/____		End Date: ____/____/____ Pay Rate: \$_____ <input type="checkbox"/> Stipend <input type="checkbox"/> Hourly	
Hours/week: _____		Total Hours to be spent at site: _____ Credit Hours: <input type="checkbox"/> 3 Credits <input type="checkbox"/> 4 Credits	
<input type="checkbox"/> My internship should be designated as an "Internship in Accounting"			
This organization is a: <input type="checkbox"/> for-profit <input type="checkbox"/> non-profit			

Learning Goals & Objectives Skills, competencies you hope to learn/improve.	Strategies/Resources/ Tasks Your plan to achieve learning objectives.
1.	1.
2.	2.
3.	3.
4.	4.

<p>IMPORTANT</p> <p>A COPY OF THE INTERNSHIP JOB DESCRIPTION & AN UNOFFICIAL TRANSCRIPT</p> <p>MUST BE ATTACHED!</p>

Internship Site Statement of Understanding

- I. **Purpose:** The Bethel University Department of Business and Economics Internship Program provides an experiential learning opportunity by which students complement their academic knowledge with direct practical experience. Your participation in this Internship Program by employing student interns exhibits your interest and commitment to this educational strategy and to the growth and development of students.
- II. **Responsibilities:** To help insure the interests and promote the benefits of an internship arrangement for all parties involved, Bethel University has developed this Statement of Understanding to describe the mutual responsibilities between the university and the internship organization hereinafter referred to as the internship site.

Responsibilities of Bethel University

1. Encourage the student intern's productive contribution to the overall mission of the internship site.
2. Certify the intern's academic eligibility to participate in an internship.
3. Establish guidelines and standards for the conduct of students enrolled in the internship program and be available to the internship site to help address intern-related problems.
4. Designate a faculty member who will serve as advisor to the student, monitor the progress of the internship, and evaluate the academic performance of the intern.
5. Communicate with the internship site to provide clarification of Bethel University policies and procedures.
6. Inform students prior to the internship of his/her personal responsibilities in regards to the internship.

Responsibilities of the Internship Site

1. Encourage and support the learning aspect of the student's internship.
2. Designate a professional staff person/employee to serve as an advisor/supervisor with the responsibilities to help orient the student to the organization and assist in the development of learning objectives, confer regularly with the student, and monitor the progress of the intern.
3. Provide adequate supervision for the intern and assign duties that are progressive, challenging and related to the intern's area of interest.
4. Make available equipment, supplies, and space necessary for the student to perform his/her duties.
5. Provide a safe working environment and space for the intern to complete necessary work functions.
6. Agree not to displace regular employees with students functioning in an internship role.
7. Notify the Internship Coordinator of any changes in the intern's work status, schedule, or performance.
8. Provide a written evaluation of the intern's performance (form to be provided by the internship program).
9. Communicate relevant policies/standards of the internship site to the Placement Coordinator, as needed.

I have discussed with the student the site learning component as indicated in this Learning Contract & Statement of Understanding and I concur with the learning process and strategies of this agreement.

Site Supervisor's Signature: _____ Date: _____

(Name printed): _____ Email: _____

STUDENT and PLACEMENT COORDINATOR:

I have discussed with the appropriate individuals the details of the learning contract. This internship meets or exceeds the requirements for an academic internship as defined by the Department of Business and Economics of Bethel University.

Student

Date

Placement Coordinator

Date