

Martin Methodist College
BACHELOR'S OF BUSINESS ADMINISTRATION
BUS498 INTERNSHIP
INTERNSHIP GUIDE

INTRODUCTION:

The purpose of this handbook is to familiarize the undergraduate student pursuing a Bachelor's Degree in Business Administration with the guidelines, policies, procedures, requirements and expectations regarding the BUS498 Internship course. The information contained in this handbook is also beneficial to the practicum/internship site supervisors since it addresses expectations and the process of evaluation of field experience students. Faculty advisors will also find this material helpful in the planning of practicum/work experiences for their advisees.

You are encouraged to read the information carefully and adhere to the requirements noted. Retention of this handbook will assist you with future practicum/internship experiences. It will serve as the textbook for BUS498.

Please feel free to contact me if you have any questions regarding the BBA field experiences.

Pat Ford
Director of Internships
(931) 363-9808 (office)
(931) 478-0728 (cell)
pford@martinmethodist.edu

PURPOSE:

The purpose of BUS498 is to provide the business student with work experience in his/her field.

The field experiences will be the primary way for students to acquire job-related, work experience required for employment. The present curriculum offers a strong background in business administration with an equally strong preparation in specific business studies. The internship experience provides the critical link between the disciplines.

The practicum/internship experience is provided to offer the student the maximum opportunities to gain work experience while being supervised in a business environment. The student should be at a place in his/her academic career that he/she is able to make specific contributions while serving in the workplace. The purposes are twofold:

- a. To provide opportunities for students to gain business experience.
- b. For the student to provide certain skills and services that are considered appropriate for specific business settings.

The internship experiences are viewed as opportunities for application of skills and knowledge acquired in the classrooms and laboratories. Many career opportunities stem from practicum and internship experiences.

Part of this experience for the student includes identification of possible work sites. Contact, after approval from the Field Experience Coordinator, with the appropriate people in the business-related organization is also part of the student's overall internship experience. Many practicum and internships locations are coveted. The competition for internships is quite keen.

For this reason, students should have the opportunity to identify appropriate sights, make contacts for an interview and to pursue these work-related experiences in the same professional manner that one would pursue a career. Your advisor and Program Coordinator are available to assist you in this process. Discussions about the type of experience that you desire should occur with your advisor. **The preliminary identification and approval of several potential sites should occur during the semester prior to your enrollment in BUS498. These discussions and preliminary groundwork should be completed in advance of enrollment in BUS498.**

INTERNSHIP EXPERIENCES:

The BBA curriculum provides for a background in business administration and specialized areas of business studies. In the internship experience it is imperative that the work experiences are primarily managerial in nature and are performed in a professional setting.

FIELD EXPERIENCE TIME REQUIREMENTS:

The student is to perform any combination of skills related to the business of the organization with which the internship is served.

The types of experiences selected should be appropriate to the student's interests and background. It is expected that the internship be completed the student's junior or senior year.

BUS498 Internship The internship will allow the student an opportunity to receive practical experience in selected business settings. Prerequisites for internship will be: (1) A 2.50 or better grade point average or permission of the Division Chair; (2) must earn a "C" or better in all major courses; and (3) intern assignment requires approval of intern advisor. Three hours of course credit may be earned by 135 hours of supervised work at the site of the sponsoring organization.

PREREQUISITES:

Prerequisites for Enrolling in BUS498 (3 hours)

BUS 101, 201, 202, 221, 222, 310

2.5 GPA or permission of the Division Chair

Junior or Senior Standing

"C" or better in all major courses

STUDENT RESPONSIBILITIES:

1. Submit application and resume for internship experience to the advising faculty prior to registration. **The internship site arrangements should be made by mid-term of the semester prior to enrolling.**
2. Complete contract and have appropriate approval for internship experience. The contract should be made in conjunction with the Site Supervisor, Field Experience Coordinator, and the Content Expert. It should include the objectives of the company and the academic program.
3. Meet as required with the Field Experience Coordinator and the internship class. Meetings will be held periodically during the assigned class meeting time. Attendance is required.
4. Schedule observation times with the Site Supervisor and Field Experience Coordinator.
5. Maintain a weekly log of events that occur, and contributions/learning experiences derived from these experiences. Logs will be turned into Field Experience Coordinator at times designated at the initial class meeting.
6. Evaluate internship experience at the end of the semester.
7. Depending on the specific situation, the Field Experience Coordinator may require additional assignments and specific projects. These will be written into the contract.

8. Be directly responsible to the Site Supervisor.
9. Internship students are responsible for their own transportation.
10. The internship student is expected to be on time and present during the agreed upon hours.

STUDENT EXPECTATIONS:

1. The student is to work with the internship Site Supervisor. Specific on-site assignments will be made by this individual. The student should seek additional clarification, information and/or assistance whenever necessary.
2. Students should consider the internship experience the same as professional employment. Professional behavior, i.e. dress, conduct, is expected at all times.
3. If the student is unable to be present during scheduled internship work hours, the Site Supervisor must be notified immediately, and the Field Experience Coordinator should be informed as soon as reasonably possible.

SITE SUPERVISOR EXPECTATIONS:

1. The student should be treated as if he/she is employed by the organization.
2. Work with the student in establishing responsibilities that will meet the objectives of the work experience. These responsibilities will be noted on the contract.
3. Discuss student's performance on a regular basis with him/her and offer suggestions for improvement.
4. Discuss any problems in the student's performance with the Field Experience Coordinator.
5. Submit a written mid-term and a written final evaluation of the student's performance and a grade of satisfactory or no credit.
6. Request withdrawal at any time of any student whose work is considered to be unsatisfactory or detrimental to your organization.

INTERNSHIP ACADEMIC ASSIGNMENTS:

Each Intern will be required to complete the items listed below prior to the end of the semester. All academic work must be completed and submitted ONE WEEK prior to reading day or by the date specified on the internship contract.

1. Complete 45 hours per credit hour **[15%]**
2. At least one on-site visit by instructor (Student's responsibility to schedule) **[5%]**
3. Internship Notebook to include the following items:
 - a. Internship Cover Page **[5%]**
 - b. Copy of the Internship Guide **[5%]**
 - c. Application for Internship (Submit prior to registration for the class) **[5%]**
 - d. Student's Resume (Submit prior to registration for the class) **[5%]**
 - e. Contract for Internship (Complete **BEFORE** work begins) **[5%]**
 - f. Daily Log including date, time and duties performed **[5%]**
 - g. Three one-page reflection papers (after 50 hours, 100 hours, 135 hours) **[5%]**
 - h. Mid-Term Evaluation of Student (Completed by Site Supervisor) **[5%]**
 - i. Academic Objectives (3-5) as determined by Student and Content Expert **[15%]**
 - j. Final Evaluation of Site Supervisor (Completed by Student) **[5%]**
 - k. Final Evaluation of Student (Completed by Site Supervisor) **[10%]**
 - l. Final Intern Personal Evaluation (Completed by Student) **[10%]**