

Eastern New Mexico University

College of Business

Internship Guidelines

DESCRIPTION

Internship provides a part-time experience for business students. The internship adviser is a faculty member that assists students with their selection of an internship and then supervises the student's internship experience.

OBJECTIVES

- To experience first-hand problems/issues facing business professionals in the real world setting.
- To develop skills and insights relevant to the student's area of study.
- To provide opportunities to integrate theories with practices of business administration.
- To allow students to gain practical work experience.

COMMUNICATION

It is important that students keep their assigned internship adviser informed of any changes while working on the selected internship. A COB faculty member in the discipline relating to the student's area of study or internship will be formally assigned as the adviser for the student.

REQUIREMENTS

1. Submit Internship Application Packet; including a) completed Application for Internship Form for COB, b) written job description as provided by the employer, and c) copy of current degree plan, in order to get approval from the internship adviser (i.e., academic sponsor) and COB Dean.
2. Each student has to formally meet (at least once) with the internship adviser prior to the start of any internship program. The purpose of these meetings is to help student select appropriate internship experience and to inform student of necessary requirements for successful completion of the internship as well as to enroll student in the appropriate internship course for credits.
3. Complete **a minimum of 165 clock hours of work in a semester (for 3 credit hours; 55 clock hours per 1 credit hour)**.
4. File a complete written report of the internship work experience by the due date as specified by the internship adviser.

VERIFICATION

During the course of internship, internship adviser will verify student's work with their supervisor either by phone or site visit. It is very important that the student keep the assigned internship adviser informed of any changes in the internship.

SUPERVISOR EVALUATION

It is the responsibility of the assigned internship adviser to make arrangement with the student's immediate supervisor or manager to complete the Supervisor Evaluation Form located in these internship guidelines. Signed and dated form should be received by the internship adviser before the internship course grade be assigned.

GRADING AND EVALUATION

Internship Report Chapters	50%
Self-Evaluation	25%
Supervisor Evaluation	25%

70 % & above	=	Satisfactory (S)
Below 70%	=	Unsatisfactory (U)

REPORT FORMAT

- - Internship Report Chapters
 - Chapter 1 – The Organization
 - Chapter 2 – The Work Environment
 - Chapter 3 – Observations Relating to the Discipline Chosen for Internship
 - Chapter 4 – Conclusion
 - Self-Evaluation Section
 - Completed Self-Evaluation of Internship Form

INTERNSHIP REPORT CHAPTERS

Internship report chapters must be typed, single-spaced, using 12-point font, and presented in a professional manner. The report also should be written in essay style using complete sentences, proper grammar, punctuation, and spelling as well as include information stated in the following guidelines:

Chapter 1 – The Organization

- Place of employment – name and address of establishment, products (goods and/or services) offered
- The title of the jobs and/or assignments you had
- Description of your assignment in complete detail including number of hours in each position and total hours worked

Chapter 2 – The Work Environment

- In your opinions, explain the company's culture
- Describe your perceptions/feelings toward the work environment (e.g., pleasant, tough, neutral, threatening)
- Report some of the unique experiences and what you LEARNED from them
- Describe any work related problems or issues that you or other employees experienced and how these problems/issues could have been avoided or resolved

Chapter 3 – Observations Relating to the Discipline Chosen for Internship

Chapter 4 – Conclusion

- What have you gained from this experience (e.g., knowledge, skills, change of attitude)?
- How does this experience affect or relate to your future plans or career goals?
- What suggestions do you have for improving this internship experience for future students?