



INTERNSHIP (FIN432) GUIDELINES

STATEMENT OF OBJECTIVE

An Internship is a recognized way of giving academic credit for real world experience that builds on and informs a student's educational program. The University's definition is:

"An internship is an educational plan which integrates classroom experience and practical work experience in individual, business, or government work situations. It allows students the opportunity to translate academic theories and principles to action, to test out career interests and to develop skills and abilities through carefully planned and supervised programs related to the degree they are seeking."

ELIGIBILITY GUIDELINES

- A student must have at least 75 earned credit hours.
- A student must have a minimum cumulative GPA of 2.50.
- A student will have completed FIN 313 at a minimum.
- 3 credits (w/ 120 work hrs) to 6 credits (w/ 240 work hrs) to be granted as business electives.
- Any exceptions to this rule must be approved by the Department Chair and the COB Dean.
- A job that primarily involves clerical work or manual labor is not acceptable.
- A job in non-profit charitable, voluntary, public interest entities may be acceptable.

AFFILIATION AGREEMENT

- No internship will be approved nor may it begin unless an active affiliation agreement (AA) is in place. See the university's internship website, <https://intranet.bloomu.edu/internships> for information about the affiliation agreements and the process of applying for an internship.
- If no affiliation agreement exists between BU and the organization, a student should provide the following information to the faculty supervisor and the internship coordinator to complete an AA: Name of the organization, mailing address, phone number, supervisor's name, title, email address.
- The faculty supervisor (or internship coordinator, Lisa Olander, lolander@bloomu.edu) initiates an AA on <https://intranet.bloomu.edu/internships>. Around 5 to 8 weeks should be allowed for final approval for an affiliation agreement.

NECESSARY DOCUMENTATIONS FOR INTERNSHIP APPLICATION

- Electronic 509 Internship Application Form w/ the following three documents attached. See the instructions. http://departments.bloomu.edu/alumni/How_to_submit_a_509_eForm.pdf.
- Job Description - On company letterhead. It is usually an outline or a couple of paragraphs in length.
- Letter of Invitation (Commitment) generated by the Employer
- Student Proposal on Learning Objectives:
 - How this internship will relate to specific courses you have taken.
 - How the internship will relate to your career goals.
 - What you hope to learn from this experience.

ONLINE APPLICATION PROCEDURE

1. Obtain departmental information and meet with your faculty supervisor.
2. Start to locate your internship by using Husky Professional U – Internship – **Handshake** (Click on the Jobs tab), <https://bloomu.joinhandshake.com>. Search LinkedIn, personal networking, researching opportunities in a relevant field, faculty and department, or any other resources.
3. Make site contact for necessary information and documents - potential employer.
4. Find out if an active Affiliation Agreement is in place on **Active Affiliation Agreement List**, <https://intranet.bloomu.edu/internships>.
5. If AA is not in place, the faculty supervisor (or Internship Coordinator) will initiate the AA procedure on **Requesting an AA (Faculty or Organization)**, <https://intranet.bloomu.edu/internships>.
6. Request necessary documentations – Job Description and Letter of Commitment - from your employer.
7. Write a personal Statement of Learning Objectives – see above.
8. Submit the **Electronic 509 Internship Application** on <https://intranet.bloomu.edu/internships>. w/ the above three documentations attached. Follow the instructions on **How to Submit 509 Form**, http://departments.bloomu.edu/alumni/How_to_submit_a_509_eForm.pdf
9. Verify your internship by checking My Husky if your internship is on your schedule. If not, reach out to your faculty supervisor or Internship Coordinator, Lisa Olander, lolander@bloomu.edu, for an update on your submitted 509 and approval process
10. Submit BU paperwork to your faculty internship supervisor – Internship Summary Form, Employer Evaluation of Student Intern (Attached in this document) and any other requested document.

Visit <https://intranet.bloomu.edu/internships> for answers for other possible questions.

RESPONSIBILITIES

Any concerns about these responsibilities should be immediately reported to the department chair or the faculty instructor.

STUDENT

- Maintain contact with your faculty instructor in person by on-campus meetings, telephone, or e-mail.
- Maintain a written daily log or journal summarizing your activities and relating the experience to your academic program. Weekly submission of logs and journals is mandatory.
- A final paper must be completed and submitted to the faculty supervisor.
- Complete an Internship Summary Form and a Student Assessment of Internship Form and return it to the faculty supervisor.

ON-SITE SUPERVISOR

- Provide a written job description and letter of invitation (commitment) on company letterhead.
- Assign, coordinate, and oversee the student's on-site tasks.
- Provide a quality mentorship to enhance the student's experience.
- Be available for contact with the faculty instructor.
- Evaluate in writing the student's performance. The Employer Evaluation Form is included in this packet and is available at the departmental website - <https://intranet.bloomu.edu/internships>.

FACULTY INSTRUCTOR

- Make a pre-experience contact with the on-site supervisor to discuss the proposed experience and clarify responsibilities.

- Make contact during the assignment with both the student and the on-site supervisor by telephone, in-person, or email.
- Ensure that the on-site supervisor receives, completes and returns the “Employer Evaluation of Student Intern” form. Faculty member is responsible for forwarding a copy of this form to the department office.
- Ensure the student receives, completes and returns the “Internship Summary Form” to the faculty supervisor. Faculty member is responsible for forwarding a copy of this form to the department office.
- Evaluate the student’s performance, based on information from the on-site supervisor, the student’s log, the student’s journal, the student’s paper(s) and/or portfolio, and your observations. Report the grade by the semester deadline.

WRITTEN PROJECT GUIDELINES*

Note: Assignment requirements and evaluation procedures at faculty supervisor’s discretion

Daily Logs and Journals

- Keep a daily log of hours as requested by faculty supervisor and submit it to the faculty supervisor at the end of each week.
- Typed or word-processed with name, organization (site), and dates covered in log.
- Summarize what was done during the course of the day – what was accomplished, what problems arose, what problems were solved, what problems are continuing, etc.
- Relate the internship to your academic, classroom, and/or textbook knowledge
- Make observations about the organization, your supervisor, fellow workers, the nature of your position, and their interactions—as it relates to your position

Final Paper

- Summarize the entire experience, integrate and synthesize the best experience. Additionally, relate your internship experience to the theories and practices learned in the classroom setting.
- Present a critique of your experience. What were its strengths and weaknesses? How might your experience have been improved?
- The Final Paper is to be typed or word-processed, and double-spaced. Be sure to include your name, the organization where the internship occurred.
- The Final Paper is to be received by the faculty supervisor by the last week of classes during the relevant semester.
- No final grade will be awarded without the submission of the Daily Logs and a satisfactory and complete Final Paper, as judged by the faculty supervisor.

Internship Summary Form

Please use this form to summarize your internship experiences. This form is to be filled out after the internship is completed. The results of this form will be shared with other students.

Circle your area of study:

Please identify the courses that helped you the most in succeeding in your internship.

1) _____ 2) _____ 3) _____

Please circle/identify how you found the internship:

Internet Search - Friend/Family - Internship Office - Faculty member - Other _____

Name of company/organization where you interned? _____

Department within the organization (If applicable): _____

Address: _____

Job description summary: _____

Key things you learned: _____

Number of credits earned: _____ Dates of internship experience _____

Was this a paid internship? No/Yes _____ \$ per hour?

Would you recommend this internship experience to future students? Yes/ No

Why or why not? _____

Name of supervisor at the organization where you completed the internship? _____

Site Supervisor's Phone # _____ Site supervisor's e-mail: _____

Faculty Supervisor Name _____

Would you be willing to be contacted by future students to answer questions about your internship experience? If so please fill in the following information:

Your name _____ phone # _____ e-mail _____

Employer Evaluation of Student Intern
Department of Finance, College of Business
Bloomsburg University

Instructions: After the internship has been completed, we invite the immediate supervisor to evaluate the student, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. We encourage you to share this report with the student if appropriate. Please mail, fax, or e-mail, whichever is convenient.

Student Name _____ Organization _____

Internship Dates: _____ # Hours worked: _____
 (begin – end)

Please rate the intern in the following categories:

| | Excellent | Above Average | Average | Below Average | Poor | N/A |
|------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Oral Communication Skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Written Communication Skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to Think Critically | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Decision-Making Skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use of Technology | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Leadership Skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to Work in Teams | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Conflict Management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Respect for Diversity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Overall Performance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Additional Remarks: _____

Has this report been discussed with the student? Yes No

Supervisor's Name and Title _____

Telephone () _____ E-mail _____

Signature (type or print) _____ Date _____

Please mail, e-mail, or fax to:

Department of Finance
 355 Sutliff Hall, Zeigler College of Business, Bloomsburg University, 400 E. 2nd Street, Bloomsburg PA, 17815
 (570) 389-5322 * FAX: (570) 389-3892