



JONES COLLEGE OF BUSINESS

Management/Entrepreneurship Intern Program

Thank you for your interest in the Management/Entrepreneurship Intern Program. Below you will find some answers to common questions about our program as well as websites with the details of the Internship Program. The forms needed for applying for the internship class are included in this set of papers. Please contact Dr. Shanine if you have any additional questions.

Entrepreneurship majors: www.mtsu.edu/wrightchair/entre_intern.php

Management majors: www.mtsu.edu/management/internships.php

Frequently Asked Questions

1. When should I apply?

Once you have met the qualifications outlined in the Internship Program Guidelines, contact the Internship Coordinator, Dr. Kristen Shanine, (Kristen.Shanine@mtsu.edu) to complete the forms and to get approval the semester prior to the semester you plan to register for the internship.

As a matter of overall timing, if you can, you may want to take the internship in a semester that is as close to the semester in which you will graduate. You may want to be available full-time in case an internship leads you into a longer-term opportunity. You may enroll in the internship during any semester, but many students like summer (or any time when their other academic course obligations may be smaller), so they can concentrate on maximizing the experience.

2. I have been e-mailing potential employers and asking about openings, but no one is hiring.

You may also be asking the wrong questions. Students who ask (especially small business owners) "Do you have any openings?" are likely to receive a series of negative responses as the answer. To obtain a fulfilling internship, one should instead focus on the problems that these businesses might, and probably do, have. For instance, in the day-to-day struggle that is typically associated with entrepreneurial survival, many business founders end up "flying by the seat of their pants." They do not have a business plan, a publicity plan, a Web plan, an employee policy manual, a training and development program, a sales management plan, or a contingency plan that addresses what they would do if a minor interruption or a major disaster struck and affected their respective businesses.

There are certain ways to get at the suggested areas above, and one of them is to ask related questions, or a series of questions. For instance, ask a small business owner, "Are you happy with your sales?" If the answer is "yes," (which is somewhat unlikely), you can always probe some more. However, since many will say no, that would suggest the need for a marketing plan, a publicity plan, a sales training effort, or some other response on the part of the business to improve the situation. All of these suggest possible projects or "door openers" for an Internship. Thus, instead of asking about openings, you should ask about problems.

3. How do I sign up?

If you already have an employer in mind, go to one of the websites listed at the beginning of this form, and you will find application forms that can be downloaded. To sign up, you will need two forms: a Student Internship Application Form and an Employer Data Application form. Both forms are simple and direct, primarily contact information and a description of the duties that the student will be fulfilling.

After these forms are completed, return them to the Internship Coordinator by email, fax, or in-person delivery. The Internship Coordinator will approve the forms if they fulfill the appropriate criteria (mainly, is this a legitimate position that will help the student advance in his or her entrepreneurial/managerial career). After the application forms are approved, a permit will be entered on the MTSU course registration system. Next, and this is an important detail, you must go online to register and pay for the class, just as you would for any other course.