



## JONES COLLEGE OF BUSINESS

# **Business Administration/Management/Entrepreneurship Internship Information**

### **Internship Objectives**

The purpose of the Business Administration/Management/Entrepreneurship intern program is to provide student interns with an opportunity to: develop professionally, acquire real-world managerial/entrepreneurial experiences, and apply classroom learning to the workplace.

### **Intern Qualifications**

- BUAD, MGMT, or ENTR major
- Senior Standing (90+ semester hours)
- Completion of Required Prerequisites

### **Employing Company Criteria**

- Must complete an Employer Data Sheet
- Provide significant work that will enhance the intern's professional and educational development
- Submit a general description of the internship position, and indicate if the assignment is a paid or unpaid internship
- Provide the intern the opportunity to work a minimum of 225 hours (15-25 hours per week)
- Must be approved by the Internship Coordinator

### **Employing Company's Responsibilities**

The company employing the student intern agrees to:

- Provide a safe, nurturing and challenging work environment
- Provide the student intern the opportunity to work a minimum of 225 hours (15-25 hours per week)
- Provide adequate supervision of student intern
- Submit to the Internship Coordinator a general description of internship position and indicate if the assignment is a paid or unpaid internship
- Communicate with Internship Coordinator
- Submit student intern evaluation to Internship Coordinator by designated due date

### **Academic Requirements**

The student intern agrees to:

- Complete an internship application
- Meet with Internship Coordinator as requested
- Work a minimum of 225 hours for 3 hours of college credit

- Work in a company approved by the Internship Coordinator
- Perform in a professional manner and comply with employing company's regulations and policies
- Maintain employing company's confidentialities
- Submit your completed Daily Journal entries each Monday following the previous work week.
- Ask employer to complete the employer evaluation form provided by the Internship Coordinator and to email the form to Kristen.Shanine@mtsu.edu by designated due date
- Submit an Internship Portfolio by designated due date. The Internship Portfolio includes four components:
  1. Interview—A typewritten summary of an interview with the employer. Interview questions will be provided by the Internship Coordinator.
  2. Reflective Paper—A final paper, minimum of two typewritten, double-spaced pages, written as a retrospective of the internship experience.
  3. Company Literature—Promotional/information brochures, etc. from the employing company.
  4. Daily Journal—Daily journal entries of internship activities and hours worked. Journal entries should be approximately five to ten sentences and can be used to compose the reflective paper.

### **Internship Coordinator's Responsibilities**

The faculty member serving as the Internship Coordinator will:

- Approve student internship application
- Discuss internship guidelines with student intern
- Approve employing company
- Communicate with employing company
- Conduct a mid-term and final evaluation of student intern
- Evaluate the student intern's portfolio
- Submit student intern's final grade

### **Evaluation Process**

- Mid-term evaluation (employing company provides Internship Coordinator an informal, verbal evaluation of intern's progress)
- Portfolio (submitted by intern to Internship Coordinator)
- Final evaluation (employing company completes the Employer Evaluation of Intern form and emails to Kristen.Shanine@mtsu.edu)
- Internship Coordinator submits intern's final grade