



## **A DESCRIPTION OF THE INTERNSHIP PROGRAM IN THE DEPARTMENT OF BUSINESS**

The Department of Business Administration at Grove City College offers the Internship Program to enable students to advance their professional preparation through work experiences which complement the course work in their majors and for which they earn academic credit. The benefits of the internship experience are: development of task skills in a specific functional area; diverse real-world organization-based experience in a work environment; development of interpersonal and professional skills in the work place; the opportunity to evaluate academic theory versus practice; and increased understanding of potential jobs and career opportunities.

The Department of Business Administration considers both formal internships and qualifying jobs as candidates for academic credit. An internship is so-titled by the host organization. This is a situation in which the host organization has a structured program to teach the student about its operations and the business in which it operates, in return for which the student performs specified tasks for the host organization. Qualifying jobs are those jobs through which students will gain valuable work experience to complement their academic programs and from which they will learn valuable business skills, but which may not be titled as internships.

Students interested in the internship program should first carefully read this document. If, after reading this document, they desire to participate in the program, they should follow the guidelines and procedures specified herein. Questions should be addressed to the Internship Coordinator in the Department of Business.

This document describes the Business Department's internship program. This program adheres to all provisions of the College-wide internship program, but has some additional provisions that are unique to the Business Department. The remainder of this document contains information on:

- Eligibility requirements
- How to identify a potential position
- Host organization requirements
- On-site supervisor requirements
- Student responsibilities
- Financial matters
- Application, performance, and evaluation processes

### **ELIGIBILITY**

Eligibility requirements to earn internship credit in the Department of Business are as follows:

- Have attained at least junior standing at the start of the internship.
- Be a major in one of the five business majors or a business minor. Non-business majors or minors may also earn business internship credit if such credit is approved by the student's

academic advisor and the Business Department Internship Coordinator, and if the student has a Business Department faculty sponsor.

- Both CQPA and MQPA are 2.0 or higher.
- Have a faculty sponsor from the Department of Business.
- Have accepted a job or internship which meets the requirements specified in this document.

The student earns one credit hour for each 60 hours of work. No more than six credit hours may be counted toward graduation requirements of 128 hours. The student, in coordination with his/her academic advisor, shall determine how the credit hours are distributed using the following guidelines:

- Three hours as a business elective and/or
- Up to three hours, but no more than three, as general elective credit.

No more than three hours may be counted in either of the above categories.

Students may earn up to 12 hours of internship credit. Any hours above six must be counted as in addition to the 128 required for graduation.

## **HOW TO IDENTIFY A POTENTIAL POSITION**

The Business Department does not retain a listing of available internships; however, occasionally employers will seek the Department's assistance in filling internship positions. In such cases the Department will work with the employer to meet the employer's needs. In most cases students, through their own initiative, identify opportunities. This is often done by networking, approaching businesses of interest, and on the Internet. The Career Services Office is a valuable on-campus resource to assist students in this process. Students may also gain insights into locating internships from the Department's Internship Coordinator. Once an opportunity has been approved by the Department as qualifying for academic credit, the student then progresses through the application process, which is described later in this document.

The general process for a student to obtain an internship or qualifying job is as follows:

- Identify a host organization that offers an internship or qualifying job that is relevant to the student's major.
- Negotiate terms of the position with the host organization (e.g., pay, work hours, dates, tasks to be performed, learning opportunities, performance expectations).
- Determine the compatibility of the opportunity with Grove City's requirements for earning credit (see guidelines for qualifying positions below).
- Determine the willingness of the host organization to participate in the internship program and to carry out its specified functions to enable the student to earn credit (see guidelines for host organizations below).

Many internships and jobs qualify for academic credit; others do not. Grove City College does not grant internship credit for any experience in which a student is paid by the federal government, for whatever reason. Conversely, if credit is granted by the College for an internship, then a federal stipend may not be accepted by the student. In no situation may a student accept federal money related to participation in an internship and receive academic credit, as this is prohibited by College policy.

Below are guidelines for those that do and those that do not qualify for credit. Those that may qualify for credit are characterized as follows:

- Responsibilities involve the student's performing substantive business tasks that require decisions and independent work.

- Positions provide direct experience in one or more corporate functions, such as sales, marketing, human resources, finance, research and development, materials management, or production.
- Students are encouraged to take initiative and be creative.
- Positions offer opportunities for progression in responsibilities and authority to make decisions.
- Positions offer the opportunity to learn via close working relationships with experienced supervisors and co-workers.
- Positions provide exposure to multiple corporate functions through direct contact with personnel in those functions.

Characteristics of positions that probably do not qualify for credit are:

- Repetitive work with little opportunity for decisions, initiative, and independent thinking.
- Narrow focus with little opportunity for a broader understanding of corporate operations.
- Entry level with little potential for advancement (e.g., janitor, short-order cook, fast-food server, lifeguard, full service gas station attendant)

## **HOST ORGANIZATIONS**

The host organization is the location of the internship or job. Requirements for the host organization are:

- Be able to provide exposure to as many functions as feasible within the responsibilities of the student's position (e.g., sales, marketing, finance, production). This exposure is intended to provide the student with meaningful experience learning how the various functions work and coordinate in an organization.
- Provide the student with a position that will provide meaningful experience to complement his/her academic studies.
- Provide opportunities for the student to take initiative and make decisions.
- Expose the student to a variety of experiences, such as management meetings, client meetings, vendor meetings, sales calls, conferences, training programs/workshops, public relations events, and legal proceedings.
- Provide a consistent work schedule to meet the needs of the organization and the student, avoiding as much as possible extremely long work days/weeks and extremely sparse work schedules.
- Allow the faculty sponsor to visit the organization to observe both the organization's activities and the student's performance.
- Reimburse the student for all work-related out-of-pocket expenses.
- Permit the student to use the host organization's telephone, fax, e-mail, and mail systems to communicate with the student's faculty sponsor.
- Make available a word processing system for use by the student, if needed.
- Use an experienced and informed manager to be responsible for supervising and evaluating the student and for coordinating with the faculty sponsor.
- Complete and submit to the Internship Coordinator a Job/Internship Description Form.

## **ON-SITE SUPERVISORS**

The on-site supervisor will oversee the student and will be the primary point of contact between the student's faculty sponsor and the host organization. His/her responsibilities are to:

- Supervise the student as follows:
  - Complete all advance preparation.
  - Introduce the student to the organization and the work environment, and make the student a working member of the organization.
  - Provide meaningful instruction and work throughout the performance period.
  - Have meaningful interaction with the student in order to give guidance, answer questions, solve problems, and provide feedback.
  - Assist the student, as required, in maintaining a log of tasks and experiences.
  - Provide guidance, as appropriate, for the student's final report and any other internship products.
  - Conduct periodic evaluations of the student's performance and provide constructive guidance for any needed improvements.
- Near the end of the job or internship, complete the Performance Assessment Form and submit it to the student's faculty sponsor or provide it to the student who will submit it to the sponsor.
- Interact with the faculty sponsor throughout the performance period. This interaction will typically consist of emails, phone calls, and/or visits.
- Notify the faculty sponsor of any problems.
- Provide constructive feedback to the faculty sponsor and/or Department Internship Coordinator about the design and operation of the internship program.

## **STUDENT RESPONSIBILITIES**

Students who are earning credit must recognize that they are representing Grove City College at their host organizations. They must also recognize that their task and professional performance as a representative of the College will be evaluated by the on-site supervisor and transmitted to their faculty sponsors. To enhance this performance students must:

- Perform all assigned tasks and functions to the best of their ability.
- Demonstrate commitment to and involvement in the work experience to the extent that they are willing, within reason, to work above and beyond the job requirements.
- Be responsive to the supervisor and any other management personnel with whom they may interact.
- Be punctual and dependable.
- Be alert to and ask to participate in special opportunities on the job.
- Seek out learning opportunities.
- Be appropriately dressed at all times, consistent with the standards of the host organization.
- Conduct themselves with integrity and honesty.
- Maintain an attitude of courtesy and openness.
- Represent Grove City College in a positive manner.

- In summary, be a good organizational citizen (as defined in management literature).
- Maintain communication with the faculty sponsor via email and telephone to discuss progress, topics for the internship paper, unusual situations, uncomfortable interpersonal relationships, substantive deviations from the internship expectations, and other issues as appropriate.

Written requirements are:

- A log of tasks performed and learning experiences during the internship. This log may be reviewed periodically by the student's faculty sponsor. It will be submitted to the sponsor upon completion of the internship and will be used in determining the student's final grade.
- A report summarizing the student's experience. The faculty sponsor and student will determine the specifics of the report. The faculty sponsor will evaluate the report and use the report grade in determining the student's final internship grade.
- Other products of the internship as defined by the faculty sponsor and intern. These may include, but are not limited to, portfolios or samples of work completed for the host organization, project reports developed for the host organization, and sample material used during the internship (e.g., sales literature).

## **FINANCIAL MATTERS**

It is the student's responsibility to negotiate the terms of compensation and benefits with the host organization. Other financial considerations are:

- Students pay a flat fee to Grove City College for internships that earn between one and six credits. This fee is stated in the College Bulletin for the academic year in which the internship is performed. Individual internships may not earn more than six credits.
- Grove City College provides no remuneration to students earning internship credit.
- Grove City College provides no insurance, other than the College health insurance plan.
- Students are responsible for determining the impact of internships on financial aid.
- A student may not accept compensation of any kind from any agency of the government of the United States of America for an internship for which he/she earns academic credit.

## **THE PROCESS**

If a student desires to pursue an internship for credit, in coordination with his/her academic advisor and the Business Department Internship Coordinator, the student should then initiate the process described below using the College-wide five-part form which is available on this Internship Central.

1. The student, host organization, and parents/guardians must complete different parts of the form. Submit the completed form to the Business Department Internship Coordinator for final approval.
  - The student must discuss the expected academic credits with his/her academic advisor to ensure that the credits fit appropriately into the student's academic program. The advisor must verify that the student is academically eligible to earn internship credit. The advisor's signature is required on the application.
  - The student must select a faculty sponsor. In most cases this is a member of the Department of Business whose academic expertise corresponds to the type of work that the student will be doing. The sponsor is the overseer of the internship on behalf of the College. He/she will work with the student to determine the learning plan. He/she will coordinate with the student during the internship, communicate with the student's on-site supervisor, evaluate the student's final products, and determine the student's grade. The student must ask the prospective sponsor to

sponsor him/her, discuss the opportunity with the proposed sponsor, work with the sponsor on the learning plan, and have the sponsor sign the application.

2. The student must fill in all information on the first part of the application.
3. The student in coordination with his/her faculty sponsor must develop a learning plan for the internship. This is the second part of the application.
4. The student should take or send the "Roles of Host Organization" description and the "Job/Internship Description Form" to the appropriate person in the host organization, requesting that he/she review the "Roles of the Host Organization," and complete and return the "Job/Internship Description" to the student. It is the student's responsibility to ensure that all information is entered on the form and that the information is complete and accurate. This is the third part of the application.
5. The student should fill in the appropriate information, sign, and have witnessed the "Release of All Claims." This is the fourth part of the application.
6. The student should have his/her parents or guardian read, date, sign, and have witnessed the "Parental Joinder and Consent." This is the fifth part of the application.
7. When steps 1 through 6 have been completed and the entire application has been submitted, the Department Internship Coordinator will evaluate the information provided and approve or disapprove the application.
8. Upon approval of the application, the Department Internship Coordinator will complete the registration process with the Registrar's office.
9. The College will bill the student for the internship fee.
10. During the internship the student must:
  - Maintain a log of activities following the instructions provided by the student's faculty sponsor.
  - Communicate with the sponsor as specified by the sponsor and in the learning plan.
  - Provide the on-site supervisor with the "Job/Internship Performance Evaluation Process" description and the "Performance Assessment Form," requesting that the supervisor evaluate the student's performance near the end of the internship and send the completed "Performance Assessment Form" to the faculty sponsor or provide it to the intern to hand-carry to the faculty sponsor. It is the student's responsibility to ensure that the supervisor completes the form and submits it in a timely manner. Students are encouraged to stress the importance of the supervisor's submitting the assessment before the student leaves the work site.
  - Develop ideas for the final report and other products of the internship, conferring with the faculty sponsor as appropriate for additional guidance.
11. Submit the final report, log, and any other products to the faculty sponsor.