The Department of Business Administration at Grove City College offers an 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, but may not be titled as internships.

This document describes the internship program. It 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

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 Administration.

**ELIGIBILITY**

Eligibility requirements to earn internship credit for majors in the Department of Business Administration are as follows. A student must:

- Have attained at least junior standing at the start of the internship (have earned 60 or more hours of credit).
- Have completed at least 12 hours of business and accounting courses.
- Have both a CQPA and MQPA at a 2.00 or higher.
- Have a faculty sponsor from the Department of Business Administration.
- Have confirmed that he/she will not receive compensation, in any form, for this internship from any agency of the government of the United States of America.
- Have accepted a job or internship which meets all requirements specified in this document.
The student earns one credit hour for each 80 hours of work. No more than six hours may be credited 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 an elective in business or accounting and/or
- Up to three hours, but no more than three, as general elective credit.

No more than three hours may be credited in each of the above categories.

Students may earn up to 12 hours of internship credit if the hours above six are in addition to the 128 required for graduation. An internship which earns two or more credit hours enables the student to fulfill the Business Department’s experience requirement.

HOW TO IDENTIFY A POTENTIAL POSITION

Students who are interested in obtaining internships may get information about the process for finding internships from the Business Department’s Internship Coordinator. The Department is not a clearinghouse for internships and, thus, does not retain a listing of available internships. In most cases students, through their own initiative, identify opportunities. The Career Services Office is a valuable on-campus resource to assist students in this process. Once an opportunity has been approved as qualifying for academic credit by the Department, the student then progresses through the application process.

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, 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.

Many internships and jobs qualify for academic credit; others do not. 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 intern’s performing substantive business tasks that require decisions and independent work.
- Positions provide direct experience in one or more corporate functions, such as accounting, sales, marketing, human resources, finance, or production.
- Interns 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)
- The 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.

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., accounting, 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 and internship coordinator, as appropriate, 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 daily log.

Provide guidance, as appropriate, for the student's final report.

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. This assessment will be used by the faculty sponsor in determining the student's final grade.
- Interact with the faculty sponsor throughout the performance period. This interaction will typically consist of two or more phone calls and/or visits.
- Notify the faculty sponsor of any problems.
- Provide constructive feedback to the faculty sponsor and/or Faculty 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 performance as a representative of the College will be evaluated by the on-site supervisor and by their faculty sponsor. Students must:

- Perform all assigned tasks and functions to the best of their ability.
- Demonstrate commitment 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.
- Maintain communication with the faculty sponsor to discuss progress, unusual situations, uncomfortable interpersonal relationships, substantive deviations from the internship expectations, and other issues as appropriate.

Written requirements are:

- A log of the experiences during each week. Entries in the log will focus on significant learning experiences. 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 grade in determining the student’s final grade.

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 for all internship opportunities between one and 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 intends to earn academic credit.

THE PROCESS
Interested students should study the above descriptions; determine if they qualify for the internship program; identify a qualifying job or internship; and determine that the host organization will participate in the program. In coordination with his/her academic advisor and the Business Department Internship Coordinator, the student should then initiate the process described below using the forms and additional instructions which are available from the Internship Coordinator.

1. The student must complete the "Application for Internship," attaching a current resume and informal transcript to the application. The informal transcript may be either a copy of the student’s course history from the campus network or an informal transcript obtained from the Registrar’s office. Submit the completed form with the two attachments to the Business Department Internship Coordinator.

   - 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’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 Administration 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 coordinate with the student during the internship, communicate with the student's on-site supervisor, evaluate the student's log and final report, and determine the student's final grade. The student must ask the prospective sponsor to sponsor him/her, discuss the opportunity with the proposed sponsor, and have the sponsor sign the application.

2. The student should send the "Roles of Host Organization" description and the "Job/Internship Description Form" to the appropriate person at the proposed host organization, requesting that he/she review the "Roles of the Host Organization,” and complete and return the "Job/Internship Description Form." Although the Internship Coordinator’s address is on the top of the “Job/Internship Description Form” so that the completed form may be returned directly to the coordinator, it is the student’s responsibility to ensure that this form is properly completed and returned to the coordinator either by the student or the employer.
3. The student should fill in the appropriate information, sign, and have witnessed the "Release of All Claims Form."

4. The student should have his/her parents read, date, sign, and have witnessed the "Parental Joinder and Consent."

5. When steps one through four have been completed and the forms submitted, the Department Internship Coordinator will evaluate the information provided and approve or disapprove the application. Factors in this evaluation will be:
   - The student’s meeting all eligibility and administrative requirements.
   - The position’s potential to provide a quality, relevant learning experience for the student.
   - Willingness of the host organization to participate in the program.
   - The student will not receive compensation of any kind from any agency of the government of the United States of America for the internship.

6. Upon approval of the application, the Department Internship Coordinator will complete the registration process with the Registrar’s office. The student can begin to earn academic credit for the internship only after the registration process has been completed.

7. The College will bill the student for summer internship tuition or any overload fees.

8. 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.
   - 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, conferring with the faculty sponsor as appropriate for additional guidance and the due date.
   - Submit the final report and log.

9. Benefits of the internship should be that the student:
   - Gains experience locating a position and negotiating the terms for the position. This experience will help prepare students for later job searches.
   - Learns the importance of adhering to a process (i.e., the one outlined above).
   - Gains valuable experience performing specific tasks in preparation for jobs and a career.
   - Develops transferable job skills (e.g., communications, negotiating, working in teams, coping with conflict, decision making) to support specific task skills.
   - Is challenged to learn, develop, and mature.
   - Develops work place savvy, improving his/her ability to respond to a variety of work place challenges.
   - Has the opportunity to improve based on evaluations by his/her supervisor?
   - Improves his/her understanding of the relationships between academic theory and practice.
   - Improves his/her abilities to organize and present information in a formal report.
   - Has an enjoyable multi-faceted experience.