

**Overview:** All business majors are required to do an internship during their academic career at Wittenberg. Our requirements for this internship are different than other departments on campus. This is a quick guide to help you fulfill all that is necessary.

**Required Work Hours:** To fulfill the internship requirement you must work at least 105 hours at your internship site. This will be tracked through using our hour's log that is provided to you.

**Academic Credit:** Internships do not have to be credit bearing to fulfill the requirement. However, credit bearing internships could be helpful for various reasons. Please note that you will have to pay for any credit hours requested over the summer and any over 19 during a regular semester. You can receive 1 credit hour for every 35 hours worked at your site. Please note that you still need to work a minimum of 105 hours (or 3 credit hours) for the department requirement but may need to work more depending on the number of credits that you register for.

## Required Activities & Documentation for Internship

### *Part 1: Pre-Internship Registration*

- **“Semester Program Introduction Video” (Located On Moodle)**
- **“Internship Agreement Form” (Submitted to Career Services)**

### *Part 2: During Internship*

- **All Internships**
  - **“Internship Problem Analysis Case” Paper (Instructions Attached)**
- **Credit Bearing Internships Only**
  - **Create and print wide-format poster using content from your “Internship Problem Analysis Case” Paper (Instructions Attached).**
  - **Present internship poster at the next department presentation session.**

### *Part 3: Completion of Internship*

- **“Work Hours Log,” “Employer Evaluation,” “Student Evaluation,” “Post-Internship Vocational Reflection.”**
- **Finalize and submit all faculty requirements for internship experience.**

Documentation Due	Semester Due Dates*
“Internship Agreement Form” (To Career Services)	<b>Before Internship Begins</b>
“Internship Problem Analysis Case” Paper (Email To <a href="mailto:queenh@wittenberg.edu">queenh@wittenberg.edu</a> )	<b>8/14/20 by 5pm</b>
“Work Hours Log,” “Employer Evaluation,” “Student Evaluation,” and “Post-Internship Vocational Reflection.” (Email To <a href="mailto:queenh@wittenberg.edu">queenh@wittenberg.edu</a> )	<b>8/14/20 by 5pm</b>
Poster Printout Submitted (Holl 218)	<b>8/28/20 by 5pm (Upon Return)</b>

\*Dates and times are firm. We will not mark you complete for the requirement until all portions are submitted by the assigned time and after we have confirmed they meet the requested standards. You may be able to receive an extension if you speak with Heath Queen before the deadline.

## Documentation Instructions & Resources

### Internship Agreement Form

- This is the document that begins the entire internship process. We need this to be completed and submitted at the beginning of your internship experience. We will not accept this after the internship has been completed or after the majority of the hours have been done.
- Be sure that “BUSN” or “ACCT” is listed in the department field and “491” is listed as the course number on your form.
- The document is to be turned into Career Services after the entire form has been completed, all other signatures have been received, and your description of the internship is attached.

### Internship Problem Analysis Case: See Attached Instructions

### Internship Poster & Presentation (Credit-Bearing Internships Only)

- You will create a poster for your internship with the content from your “Internship Problem Analysis Case.” You will then be required to present your poster at the next session that will take place.
- Internship posters will typically be presented at the Celebration of Lifelong Learning during the spring semester.
- This is a requirement. Failure to present your poster could result in an incomplete for your internship requirement which is required for graduation.

The following documents are due at the end of your internship experience. These will be sent out routinely throughout the semester, are located on the department Moodle page, and can be sent upon request.

- Student Evaluation of Internship (Online Form Only)
- Employer Evaluation of Intern (Online Form Only)
- Internship Work Hours Log
- Post-Internship Vocational Reflection

Questions: Contact Heath Queen at [queenh@wittenberg.edu](mailto:queenh@wittenberg.edu) or (937) 327-6138