Internship Process 2015-2016

0 Credits
(For the Business Department Graduation Requirement...minimum of 100 hours worked)

Proposal Form:
1. Complete & Return Blue Internship Proposal Form to Meredith Level

Internship Checklist:
____ Blue Internship Proposal Form
____ Mid Semester Review
____ Internship Evaluation Form
____ Site Supervisor Evaluation Form
____ Internship Reflection Piece

1+ Credits
(For the Business Department Graduation Requirement & Academic Credit Hours...minimum of 100 hours worked; Each 1 credit hour = 35 hours worked)

Proposal Forms:
1. Complete & Return Blue Internship Proposal Form to Meredith Level.
2. Complete & Return the White Witt University Agreement Form to Career Services.

Internship Checklist:
____ Blue Internship Proposal Form
____ Witt Internship Agreement Form
____ Mid Semester Review
____ Internship Evaluation Form
____ Site Supervisor Evaluation Form
____ Internship Reflection Piece
____ Project as decided upon with Academic Advisor

2015-2016 Due Dates

<table>
<thead>
<tr>
<th>2015-2016 Due Dates</th>
<th>Fall 2015</th>
<th>Spring 2016</th>
<th>Summer 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Internship Proposal Forms (Meredith Level)</td>
<td>August 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>January 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>May 4&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>White University Agreement Forms (Career Services)</td>
<td>August 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>January 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>May 4&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Mid-Semester Review (E-mailed)</td>
<td>October 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>March 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>June 24&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Internship Evaluation Form (E-mailed)</td>
<td>December 11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>May 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>July 29&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Internship Reflection Piece (Meredith Level)</td>
<td>December 11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>May 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>July 29&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>IF APPLICABLE, 1+ Credit Internship Project (Academic Advisor)</td>
<td>December 11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>May 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>July 29&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

PLEASE KEEP THIS PAGE FOR YOUR REFERENCE.
Internship Process Components Defined

**Mid Semester Review:**
At the middle of the semester/summer, you will receive a link to a Mid Semester Review Page. Once you receive the link, you will have one week to complete this task. Be prepared to report on your progress and identify goals for the remainder of the internship.

**Internship Evaluation Form (Part 1: End of Semester Packet):**
You will receive an e-mail near the end of the semester with this form attached. Hard copies will also be made available in the Business Department. Please complete and turn this in to Meredith Level. Be prepared to share about your site supervisor, your internship experience, and whether or not you would recommend your site to other students.

**Site Supervisor Evaluation Form (Part 2: End of Semester Packet):**
This form will also be sent via e-mail to you at the end of the semester or you can pick up a hard copy of this in the Business Department. Please give this to your site supervisor to fill out and then get it back from them and turn it in to Meredith Level.

**Internship Reflection Piece (Part 3: End of Semester Packet):**
Reflection is important—Employers want well educated students who can demonstrate evidence of their achievements and can articulate the connection between their education and achievements. This is your chance to do just that! (A reminder e-mail will be sent about this near the end of the semester. Please complete the following in a Word Document and then print and hand in to Meredith Level.)

First, update your resume with 2-3 resume bullet points from your internship experience.

Then, please comment on the following:

1. What 3 things did you learn/accomplish through your internship experience?
2. How did you develop professionally? How did the work that you participated in impact your next steps? (Related to personal & professional development, career path?)
3. What was the main thing that you learned about yourself through this internship—personally and as it relates to working in a team? Please name 1 strength and 1 area for improvement that you discovered from your internship.
4. Discuss the culture of your company. Name 2-3 pros and 2-3 cons that you observed and also talk about whether this company or this field seems to be a fit for you.
5. Of all the people that you worked with, who do you want to keep in contact with and why? (Is there anyone that you can ask to be a reference for you in the future?)
Making the Most of Your Internship...If the following are not a formal part of your internship experience, please ask for these things to be integrated into your internship experience.

1. **Orientation/Documentation:** Take time to familiarize yourself with your internship environment and meet the staff that you will be working with. For legality’s sake, you should have a written document that outlines your intern benefits such as pay, paid time off, sick days, or any other company benefits that you are offered. Be sure that the organization has you fill out the proper hiring documents—such as a W-2 form.

2. **Compensation:** You should be compensated in some way for your services—a company’s willingness to pay indicates that the work that you will be doing is valuable and that what you have to offer is valued.

3. **Site Supervisor:** If you are not assigned a supervisor, ask for one. It is important that you have a mentor to bounce questions/ideas around with, and someone to provide you with feedback on an ongoing basis.

4. **Professional-Level Assignments:** Your responsibilities should not consist of more than 20% basic or clerical tasks. If you are not being challenged enough, talk to your supervisor who is hopefully fully supportive of your growth and is there for you as you learn.

5. **Complete a Value-Added Project:** What is something that you can do for the company to leave it better than you found it? For example, one student who interned with the Human Resources Department at a major automotive company was tasked with reconciling employee travel spending. For her value-added project, she researched standard travel allotments for employees in similar companies and then proposed a budget for transportation, lodging, and food for the automotive company that was then adapted as the standard budget for the company’s employees. This story was one that this student chose to tell during future interviews and is the story that she attributes to landing her a job after graduation.

6. **Questions:** Make the most out of your time by preparing and asking good questions. Doing so will help you avoid making mistakes and will provide you the opportunity to learn from other people’s journey’s as your own journey continues to unfold.

7. **Company Integration:** As an intern, get involved with the organization’s activities and traditions—both in and out of the office. Some examples include attending a meeting with an executive, playing on an office sports team, or attending group lunches. These will prove to be great networking opportunities, too.

8. **Evaluations:** As an intern, be sure that you are receiving regular feedback from your internship supervisor. A weekly check-in is one option that could be a great way to track progress and receive feedback and guidance, as well as a convenient time to discuss any questions that you may have. At the end of your internship, ask to present your value added project findings to the company’s executives—another great opportunity for feedback.

9. **Gratitude:** Show gratitude whenever possible—after interviewing, after “picking someone’s brain,” after the internship experience, etc.

10. **Keep in Touch:** Stay in contact with your supervisor and co-workers via e-mail or LinkedIn. These folks can serve as great resources and references to you as time passes. Not only that, but maintaining these connections/contacts expands your network.

*PLEASE KEEP THIS PAGE FOR YOUR REFERENCE.*
BUSINESS DEPARTMENT INTERNSHIP PROPOSAL FORM

STUDENT INFORMATION

Student Name: __________________________________________________________

Phone: ______________________ Class Year: ________ Major: ________________

Year and Semester of Internship: Year: 20____ Fall: _____ Spring: _____ Summer: _____

How did you find this internship? ____________________________________________

Is this internship paid? _____ Yes _____ No

Who is your academic advisor? _____________________________________________

DESCRIPTION OF INTERNSHIP

Organization: ____________________________________________________________________________

Address: ______________________________ City: _____________________ State/Zip: ________________

Site Supervisor: _______________________________________ Supervisor Phone: ____________________

Supervisor Title: _______________________________ Supervisor E-mail: __________________________

Intended Learning Goals (What do you hope to learn/take away from this experience?):

1. _______________________________________________________________________________________

2. _______________________________________________________________________________________

3. _______________________________________________________________________________________

Intended Value Added Project (A project where you can make something happen & deliver measurable results to show a prospective employer in the future. What is something that you can do for the company to leave it better than you found it?):

_________________________________________________________________________________________

_________________________________________________________________________________________

As proposed: I understand that all internships are pass/fail. In order to successfully complete this internship process, I understand that I must complete the following: mid-semester review, internship evaluation form, updated resume, and completed internship reflection piece. (If for academic credit, I must also report/turn in any additional work to my academic advisor.)

__________________________
Student’s signature

__________________________
Date

Complete and return this page to Meredith Level (Mail Box or Office is fine!)
INTERNSHIP AGREEMENT
(Please Print)

- **STUDENT MUST HAVE A GPA OF 2.0+ AND A MINIMUM OF 64 COMPLETED CREDIT HOURS TO REGISTER FOR AN INTERNSHIP.**
- **ALL INTERNSHIPS DONE FOR CREDIT ARE PASS/FAIL. EACH SEMESTER REQUIRES A FORM.**
- **AN ACCUMULATED MAXIMUM OF 10 SEMESTER HOURS OF INTERNSHIP CREDIT IS POSSIBLE. (THROUGH A COMBINATION OF INTERNSHIPS, INDEPENDENT STUDY AND/OR SENIOR THESIS A MAXIMUM OF 18 CREDIT HOURS IS PERMITTED.)**
- **FORM MUST BE COMPLETED AND RETURNED TO WITTENBERG CAREER SERVICES (210 SHOUVLIN) BY THE LAST DAY TO ADD COURSES FOR SEMESTER.**

Student Name: ___________________________ Id #: __________________
Phone: __________________ Box #: _______ Class Year: _______ Major: __________________
Year and Semester of Internship: Year: 20____ Fall: _____ Spring: _____ Summer: _____

**NOTE: you MUST PAY for each credit hour done during Summer Semester or Overload**

Number of Credit Hours for this internship: _______ (Each credit hour equals a minimum 35 hours of work)
Department granting credit for the study: __________________ Department Course Number: _____________
Is this internship for Writing Intensive credit? _____ Yes _____ No Is this internship paid? _____ Yes _____ No

**DESCRIPTION OF INTERNSHIP**

Organization: ____________________________
Address: _____________________________ City: ___________ State/Zip: ___________
Site Supervisor: ___________________________ Supervisor Phone: __________________
Supervisor Title: ___________________________ Supervisor Fax: __________________
Supervisor Email: ___________________________

**LEARNING OUTCOMES**

1. **INTERNSHIP DESCRIPTION FROM EMPLOYER MUST BE ATTACHED**

2. List three or more goals you plan to achieve through this experience.

**ACADEMIC EVALUATION**

Describe how work will be evaluated for academic credit. (Example: journals, presentation, paper, project(s)...etc.)

I, the undersigned, have read and concur with this completed Internship Agreement. **Once approved, this will serve as registration.**

Student: ____________________________ (signature and date)
Academic Advisor: ______________________ (signature and date) (please print name)
Faculty Supervisor: _____________________ (signature and date) (please print name)
Department Chair: _____________________ (signature and date) (please print name)
Site Supervisor: ________________________ (signature and date)
Final Approval: _______________________ (signature and date)

Career Services Director

**OFFICE USE ONLY**

Dept. __________________
Course # __________________
Section # __________________
Date Processed __________
Initials __________________

Rev. 7/15