INTERNSHIP PROGRAM
DEPARTMENT OF ECONOMICS AND MANAGEMENT
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THE BUSINESS PROGRAM

The business major provides an analytical framework, inclusive of the significance of moral and cultural constraints and diversity, for decision-making in the business world, plus the requisite business skills necessary for today’s job market. The five areas of concentration in the business program include: Accounting, Finance, Management, and Marketing.

The program, which leads to a Bachelor of Science in Business Management, addresses the worldwide dimension of the curriculum standard by studying the sociological implications of legal systems, systems of accounting, international financial problems, market understanding, historical systems of managing, and problems of productivity. Additionally, study is devoted to management and business problems requiring decisions relating to all fields of business and requiring fundamental understanding of diverse national settings.

THE ECONOMICS PROGRAM

The program in Economics is designed to develop an understanding of economic relationships in contemporary life in order to prepare a student to analyze economic issues of social and economic policy. This includes a systematic introduction to the basic theoretical and empirical techniques of economics. This program seeks to accommodate a broad range of student interests including preparation for careers in business or government, and graduate school in economics, business, law, or public administration. The goal of this major is to provide a critical understanding of economics and its connection to other disciplines and also enhance a student's grasp of issues and problems of a complex society.
GUIDELINES FOR INTERNSHIPS

WHAT IS AN INTERNSHIP

An internship is a supervised practical learning experience in the student’s major. It involves an agreement among the student, faculty coordinator and host supervisor to establish learning goals, determine activities and evaluation of the experience. Internships run at least 12 weeks to provide an opportunity for significant educational experience and evaluation related to the student’s major and concentration. Internships are offered in the following areas: Accounting, Economics, Finance, Management, and Marketing.

STATEMENT OF PURPOSE

Internships provide practical experience involving observed implementation of principles and practices.

For the student, an internship can provide:

- opportunities to apply various types of previously learned knowledge and skills in a practical environment;
- opportunities to acquire new knowledge and skills;
- experience that promotes self-confidence, maturity, responsibility and the development of interpersonal skills;
- preparation for an intelligent career choice;
- job experience which future employers require;
- Opportunities to provide service to others.

For the host agency, an internship can provide:

- the ability to perform other research that is otherwise not feasible under budget constraints;
- an opportunity to allow current staff members to dedicate time to more imperative needs;
- Exposure to new ideas.

CREDIT EQUIVALENCY

<table>
<thead>
<tr>
<th>Credits</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>08</td>
</tr>
<tr>
<td>06</td>
<td>16</td>
</tr>
<tr>
<td>09</td>
<td>24</td>
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<tr>
<td>12</td>
<td>32</td>
</tr>
<tr>
<td>15</td>
<td>40</td>
</tr>
</tbody>
</table>
REQUIREMENTS AND APPLICATION OF CREDITS FOR INTERNSHIPS

GENERAL ACADEMIC REQUIREMENTS

Internships are available to second semester juniors and seniors who have completed 21 credits of the business core and the 18 credits for the required non-business courses.

Applicants should possess a documented overall cumulative average of C+ (2.5) and a documented major cumulative average of B (3.0). If a student does not meet these minimum requirements, special exceptions, documented by waivers, may be made by the faculty coordinator.

APPLICATION OF INTERNSHIP CREDITS

Internship credits can be used to waive only ONE 300 level concentration elective course. Any internship credits in excess of three hours must be applied to General Elective Credits. For example: Six credits from an internship may be used to waive either two, three credit General Elective courses or one 300 level concentration elective course and one three credit General Elective Course. The Accounting Concentration does NOT HAVE 300 level elective courses; therefore, accounting students can receive ONLY General Elective credit. Regardless of credits, many employers give preferential hiring to students that have completed an internship during their academic experience. All students should take advantage of this opportunity.

TOTAL 300 LEVEL CONCENTRATION ELECTIVE CREDITS FOR ALL OFF-CAMPUS EXPERIENCES

Internships and other experiences that take place off campus are restricted to a total of 3-semester hour’s credit as applied to 300 level concentration elective credit. Any additional credit earned must be applied to general elective credits. Because the offerings of off-campus experiences vary, the student must verify with the department chair that this particular experience qualifies. The approval of this credit must take place PRIOR to participating in the off-campus experience.

The Co-Operative Education offered at Westfield State University rarely qualifies as 300 level concentration elective credits. Credits earned in the Co-Operative Education Program are normally applied to general elective course credits only. Approval for 300 level concentration elective credits must be approved by the department chair PRIOR to participating in the Co-Operative Education Program. Approval of 300 level concentration elective credits is based solely with the Department of Economics and Management.

Earning Internship Credit for Existing Employment

Existing employment does not normally qualify for academic credit. The intent of an internship is to provide the student with additional practical and academic experience that will be valuable to the student. To qualify, the student and host agency would have to demonstrate that the internship will satisfy the objectives of the internship.

The final decision of eligibility will be made by the Coordinator of Internships and the Chairperson of the Department of Economics and Management.
CONCENTRATION ACADEMIC REQUIREMENTS

Business Majors are required to take a minimum of 52 hours credit in courses that begin with a prefix other than business courses. The following are the maximum amounts of credits allowed for each respective concentration.

ACCOUNTING

- 39 credits Business core
- 18 credits accounting required courses
- 57 credits required for Accounting

The Accounting student can have a 12 or 15-credit internship, if no other courses applied to general electives credits have been selected.

FINANCE

- 39 credits Business core
- 15 credits Finance required courses
- 03 credits Finance elective
- 57 credits required for Finance

The Finance student can have a 12 or 15-credit internship, if no other courses applied to general electives credits have been selected.

MANAGEMENT

- 39 credits Business core
- 15 credits Management required courses
- 03 credits Management elective
- 57 credits required for Management

The Management student can have a 12 or 15-credit internship, if no other courses applied to general electives credits have been selected.

MARKETING

- 39 credits Business core
- 15 credits Marketing required courses
- 03 credits Marketing elective
- 57 credits required for Marketing

The Marketing student can have a 12 or 15 credit internship, if no other courses applied to general electives credits have been selected.
ECONOMICS MAJOR ACADEMIC REQUIREMENTS

The Economics major has the following requirements:

- 15 credits Economics required courses
- 06 credits in Mathematics
- 15 credits Economics electives
- 36 credits required for Economics

The Economics student may take up to the maximum allowed credits for an internship program. There are no restrictions regarding the business 52 rule for Economics majors.

**NOTE:** The 12 and 15 credit internships available are very rare and will only be awarded to exceptional students or under special professional circumstances.
HOW TO APPLY

The applicant is required to submit a completed internship application, documentation of cumulative grade point averages, and a resume. Material is available in the office of The Department of Economics and Management in Wilson Hall 414 or outside the office door of the coordinator of internships, presently Professor Mark Naidorf, in Wilson Hall 413. The faculty coordinator will verify all information. All students participating in internships are required to have email addresses and to correspond frequently with the faculty coordinator using electronic mail.

REQUIREMENTS FOR INTERNSHIPS

INTERVIEW WITH FACULTY COORDINATOR

After the application is complete, the applicant will return the application and meet with the faculty coordinator. The student applicant will be evaluated on all factors in addition to academics. The applicant should dress appropriately and be prepared to discuss interests about the prospective internship.

At the conclusion of this interview, the coordinator will decide whether the student applicant will continue in the program. If the applicant is accepted, a decision will be made on whether the coordinator or the student will locate the host agency and set up an interview.

INTERVIEW WITH HOST AGENCY

At this interview, interns should present themselves in a professional manner as if they were applying for full-time employment. Please remember interns represent Westfield State University as well as themselves.

Students are required to bring with them copies of their college transcripts, resume, and the Tri-partite contract agreement. If the intern is approved by the host agency and you decide to participate in this internship:

- The intern needs to work with the host supervisor to complete the contract and return to the faculty coordinator (a contract is attached). It is important to properly describe in detail the activities and learning experience that will take place during the internship.
- All contracts need to be returned for signature before the internship begins.

If requested (SEE EXHIBITS)

During this interview, the intern and the host agency will:

- decide if the internship should proceed;
- determine the length of internship;
- discuss the intern’s duties and responsibilities;
- set up a work schedule;
- establish internship objectives;
- sign the respective individual parts of the Tri-partite agreement.
Contact Coordinator of Internships

Contact the coordinator of internships either by email, telephone, or in person and advice the coordinator that the interview went well and you have returned the completed contract.

Please refer to the Internship Handbook for further detail regarding evaluation, credit hours, additional requirements placed on the student, and other guidelines. It is the student’s responsibility to make certain the contract is properly completed. Consult the internship manual on line at wwwbus.westfe.ma.edu and if necessary contact the coordinator of internships if you have any questions

the length of internship;
finalization of the amount of credits the internship will be worth;
decision on the length and contents of final paper;
deadlines for the completion of all work;
suggested times for coordinator’s observation;
completion of the required registration form.

IN-PROCESS EVALUATION

STUDENT REQUIREMENTS

❖ interns must contact faculty coordinator at least once a month to inform him/her of ongoing experiences;
❖ present a professional appearance at all times; be punctual;
❖ avoid any participation in labor management disputes;
❖ keep a daily journal of job experiences and documentation of time at internship, to be included with final paper. (this journal should assist in the development of the final paper)
❖ be prepared to evaluate host agency internship experience;
❖ contact coordinator in the event of any problems.

HOST AGENCY REQUIREMENTS

❖ discuss proper on-job appearance with intern;
❖ assist and observe intern to ensure him/her of the best possible experience;
❖ refrain from involving the intern in labor management disputes;
❖ contact the coordinator in the event of any problem;
❖ evaluate intern on an individual basis regarding his/her work performance, and assigned paper; (this evaluation may be as much as 2/3 of the intern's grade).

FACULTY COORDINATOR REQUIREMENTS

❖ periodically check with host agency to evaluate intern’s performance;
❖ make at least one on-site appearance at the host agency during the internship;
❖ be prepared to grade the intern's final paper;
❖ mail to the host agency, before the end of the internship period, the necessary forms for the final evaluation.

*All parties (intern, host supervisor, and faculty coordinator) are encouraged to communicate as much as possible if any "special" circumstances arise.
FINAL EVALUATION

GRADING
The intern's final grade consists of the host agency's evaluation of his/her overall performance and final paper. Factors included in the evaluation of the interns' overall performance include:

- attendance;
- communication skills;
- interaction with co-workers;
- demonstrated responsibility;
- initiative and independence;
- accurate and thorough completion of assignments.

The intern's final paper should document growth in knowledge and skills as a result of the internship, and make recommendations for any improvement in key aspects of the host agency.

The intern's final paper with journal attached must be completed and submitted to the faculty supervisor no later than the last scheduled class day in a semester. The host agency's evaluation of the intern's performance will occur in the final week of the internship and returned to the faculty coordinator.

It is important to remember that the host agency's evaluation and comments regarding the student's performance are a significant portion of the intern's grade.

The intern will then complete his/her evaluation of the host agency and submit this to the faculty coordinator.

The faculty coordinator will take all of this information into account, and weight it appropriately before issuing a final grade.

GUIDELINES FOR STUDENT-INTERNSHIP PAPER

Length
January Internships - 8 to 10 pages.

Semester Internships Paper Guidelines

<table>
<thead>
<tr>
<th>Credits</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>5 to 6</td>
</tr>
<tr>
<td>6</td>
<td>8 to 10</td>
</tr>
<tr>
<td>9 credits to 11</td>
<td>13 to 15</td>
</tr>
<tr>
<td>12 credits to 14</td>
<td>16 to 19</td>
</tr>
<tr>
<td>15 credits</td>
<td>20 to 25</td>
</tr>
</tbody>
</table>
All papers must contain:

- Title Page
- Created using a word processor;
- Be professional in appearance,
- Use headers and table of contents,
- Demonstrate your ability to use technology;

2 copies:
1. Copy due Faculty Internship Coordinator during last week of scheduled classes.
2. Retain personal copy (for subsequent job interviews).

Content:
- Internship Description (body of context focusing on job assignments)
- Set forth your goals and objectives - primary and secondary, initial or subsequent - and how you achieved each. Make sure you iterate your internship and academic experiences.

Appendix
- Containing fixed weekly schedule, conferences, activities on a daily basis, other relevant information.

*Length of project description; does not include cover sheet, table of contents and appendix in determining overall length of paper.

TERMINATION OF INTERNSHIP

If for any reason during the first 8 weeks of the semester a serious problem arises, every effort should be made by the three parties to resolve the situation. However, if it becomes apparent that the problem is irreconcilable, the internship may be terminated by withdrawing the intern from the course.

If at any time after the withdrawal date a serious problem arises, every possible step should be taken to reconcile the problem so the internship may be completed.

It is important for all three parties to remember that after the withdrawal date it is almost impossible to end the internship without extraordinary measure being taken.
Internship Application Checklist

✓ Internship Application
✓ Resume
✓ Degree Evaluation—MyWestfield
✓ Job Description (separate sheet)
✓ Internship Agreement : Tri-partite agreement

Form to be submit Online

✓ Student evaluation of internship—PLATO
✓ Student evaluation of completed internship—PLATO
✓ Supervisor’s Evaluation of the Intern student
✓ Final Paper—PLATO
Name:___________________________________________ Date:________________________

Permanent Address:___________________________________ Home Tel.:________________

School Address:_______________________________________ Cell #:________________

Email Address:_________________________ Student ID # _________________________

Business Concentration__________________________________

Minor__________________________________________________

* Documented Overall Cumulative Average________________________________________

* Documented Business Cumulative Average:_______________________________________

Number of Internship Credits Desired:_________________________ Year/Sem:_______________

Transportation: yes________ no________ Type:________________________

Health/Handicap Restrictions______________________________________________

General Description of Assignment Preferred:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

What goals do you plan to accomplish during the internship period?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Special Skills:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

*Please submit resume and transcript with this application. Free transcript print outs may be obtained at the Registrar’s office.
SAMPLE RESUME

JANET MOORE

School Address               Permanent Address
3 Concord Street             268 Pine Street
Fitchburg, MA 09856          Durham, North Carolina 27707
Phone Number
Email

OBJECTIVE: Internship placement in a community service agency involved in program and organizational development, social service and/or planning.

SPECIAL AWARDS: Dean’s List- Sophomore, Junior
Named to All-Star Basketball Team, Fall 1989

EDUCATION: Harding College, Fitchburg, Massachusetts
Candidate for B.A. Degree in May, 1999
Major: Management
Honors: Dean’s List Sophomore, Junior


Graduate of Durham High School in July, 1978

SPECIAL SKILLS: Fluency in Spanish; computer languages.

INTERESTS: Varsity basketball and volleyball in high school and college.

References available upon request
INTERNSHIP AGREEMENT: Tri-partite

Student intern: ___________________________ Date: __________ Class: __________ Student ID#: __________

Address: ___________________________ Phone: ___________________________

Host Company Name: ___________________________

Street Address: ___________________________ City, State, Zip: ___________________________

Date of Internship: From: __________ To: __________ Semester: Fall __________ Spring__________

Name of Supervisor: ___________________________ Phone: ___________________________

Email Address of Supervisor: ___________________________

Course No. ______ 398 No. of Credits: _________

**Intern:** State briefly the main learning objectives of the planned internship.

____________________________________________________________________________________

____________________________________________________________________________________

**Host:** Please attach a detailed outline for the planned internship (include hours, duties, etc.).

**Coordinator:** Describe briefly the method(s) of evaluation agreed upon by you, the intern and the host-supervisor, regarding the thrust of the written paper, and any other special features the student intern should know.

____________________________________________________________________________________

____________________________________________________________________________________

**Signatures:**

I agree to intern for __________ hours a week for the time period of __________, in accordance with the terms in the Internship Agreement.

Student signature: ___________________________

As host supervisor to the student, I agree to give direction to the intern and attempt to foster a close relationship between the work experience and the intern's academic program, to provide guidance to the intern and to promptly report any problems or significant deviation from the Internship Agreement to the Coordinator.

Host Supervisor signature: ___________________________

As a faculty coordinator, I agree to monitor the internship, assess progress, attempt to integrate it into the student's overall educational development, and provide a final evaluation for academic credits, consisting of a letter grade.

Faculty signature: ___________________________

Mark Naidorf, Internship Coordinator
Wilson Hall 411J
413-572-5715-Office
413-572-8787-Fax
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OFFICE OF COORDINATOR OF INTERNSHIPS

STUDENT EVALUATION OF INTERNSHIP

Name: ___________________________ Student ID #________________________ Dates of Internship: __________________________

Agency: ___________________________ Supervisor: __________________________

Faculty Coordinator: __________________________

Job title and brief description:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please rate aspects of your internship experience by checking the appropriate boxes below:

<table>
<thead>
<tr>
<th>Provided an opportunity to use my academic knowledge in a practical situation.</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Good</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provided useful data about a job or career.</td>
<td></td>
<td></td>
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<tr>
<td>Encouraged me to demonstrate initiative/responsibility.</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Expected duties and responsibilities were clearly defined.</td>
<td></td>
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<tr>
<td>Received direction and support from host supervisor.</td>
<td></td>
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<td></td>
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<tr>
<td>Overall evaluation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please submit online-PLATO:

Mark Naidorf, Internship Coordinator
mnaidorf@westfield.ma.edu
Wilson Hall 411J
413-572-5715-Office
413-572-8787-Fax
STUDENT EVALUATION OF COMPLETED INTERNSHIP

Name of Intern:_________________________________________ Student ID #_______________________________
Agency Name:______________________________________________
Supervisor’s Name:___________________________________________

Open Ended Questions:

Answer the following questions on a separate sheet of paper and return to faculty coordinator by email:

Please submit online -- PLATO:

Westfield State University
Department of Economics and Management Department
Mark Naidorf, Internship Coordinator
mnaidorf@westfield.ma.edu

1. What was the most positive part of your work experience?

2. What was the most negative part of your work experience?

3. What specific knowledge and skills have you acquired as a result of this experience?

4. To what extent has this experience affected your academic and/or career goals?

5. Would you recommend this same internship to another student? Explain why or why not.

6. Do you have any suggestions that would improve the internship program?
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OFFICE OF THE COORDINATOR OF INTERNSHIPS DEPARTMENT OF ECONOMICS AND MANAGEMENT

SUPERVISOR’S EVALUATION OF THE STUDENT

Interns Name: __________________________ Student ID# __________________________ Dates of Internship: ___________

Agency: __________________________ Supervisor: __________________________

Supervisor’s Phone # __________________________

TO THE SUPERVISOR: Please complete this evaluation of the intern named above. Thank you for providing this educational opportunity for a Westfield State University Student.

<table>
<thead>
<tr>
<th></th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Good</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete assignment accurately and thoroughly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrated responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Demonstrated initiative and independence</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Interacted well with co-workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Demonstrated ability to communicate</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Consistent and punctual in attendance</td>
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<tr>
<td>Overall evaluation of performance</td>
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</tbody>
</table>

Please assess the intern’s growth in knowledge and skills as a result of the internship, and add any comments that will help the faculty member in evaluating the student. (Please use back side of paper for additional space.)

Signature of Supervisor: __________________________ Date: ____________

Grade for Internship: ______

Comments:

Please submit online to:
**WHAT IS AN INTERNSHIP?**

An internship is a supervised learning experience. It involves an agreement among the student, faculty coordinator and supervisor to establish learning goals, determine activities and evaluate the learning experience. For students, internships can provide:

- opportunities to apply various types of previously learned knowledge and skills in a practical work environment;
- opportunities to acquire new knowledge and skills;
- an experience that promotes self-confidence, maturity, responsibility and the development of interpersonal skills;
- early realistic involvement in a professional field in order to clarify interests abilities and values related to work;
- to prepare for an intelligent career choice;
- to gain experience employers look for;
- and to provide service to others while learning.

**WHERE CAN I LEARN ABOUT INTERNSHIP PLACEMENTS?**

Information on specific placements is available from the Coordinator of Business Internship.

Internship candidates are assisted in securing placements on a local, regional, national and international basis. There are also a number of on-campus placements available through various cooperating agencies. In addition, to the Fall and Spring semesters, internships can be arranged for the January vacation and summer sessions.

**WHAT ARE THE ACADEMIC REQUIREMENTS FOR INTERNSHIPS?**

The Massachusetts Internship Office (Boston) provides certain support services in conjunction with the college.

Internships may be requested by juniors, seniors, special students and graduates. A minimum of 3 credits to a maximum of 15 credits may be earned. A letter grade will be issued in accordance with the schedule approved and utilized by the Registrar. Generally, applicants should possess an overall cumulative average of C+ and a major cumulative average of B. Applications will be evaluated on an individual basis by the Coordinator of Business Internships.
Internships for Credit Require:

- a minimum of eight hours a week for a semester internship; three weeks full time for a January internship;
- a relationship between the work experience and the academic discipline in which the credit is sought;
- registration for the internship under the auspices of the Economics and Management Department;
- the completion of the Internship Agreement, signed by the student, the faculty sponsor and the agency supervisor, and returned to the Coordinator of Business Internships;
- the completion of a 20-30 page paper for full-time interns (on report length pro-rated over duration of internship);
- the formal evaluation of host agency (2/3 of intern's final grade).
### WHAT IS REQUIRED FROM THE INTERNSHIP PLACEMENT?

**Student Intern:**
- prepare personal resume for host agency and coordinator.
- forward fixed weekly schedule and log to coordinator.
- forward periodic conference results to coordinator.
- develop set of personal-professional objectives.
- prepare to be evaluated on a one-to-one basis by host supervisor (2/3rds of grade)
- contact coordinator in event of any problem.

**Host Agency:**
- utilize intern's resume for interview purposes.
- approve fixed weekly schedule and review intern's log.
- initial periodic conference results with intern.
- interface intern's objectives with agency's objectives.
- prepare to evaluate intern on a one-to-one basis.
- receive and react to intern's assigned paper.
- refrain from utilizing intern in labor management dispute.
- speak to the issue of grooming and dress as is normally required.
- contact coordinator in event of any problem.
- prepare to receive coordinator in accordance with weekly schedule.

**Student Intern:**
- prepare assigned paper according to specified requirements.
- refrain from participating in a labor management dispute.
- be well-groomed and appropriately attired at all times.
- prepare to receive coordinator in accordance with weekly schedule.

**Host Agency:**
- prepare assigned paper.