



Pre-Internship for Academic Credit Requirements

Academic Internships Manual Academic Internships for credit are recommended during the junior summer of a student's academic program. Students may take the following courses under the School of Business:

ACCT 461 Tax Practice (VITA) (SERV-2) 3 hours
ACCT 491 Accounting Practicum 0-3 hours
ACCT 492 Accounting Internship 0-3 hours
BMKT 491 Marketing Practicum 0-3 hours
BMKT 493 Marketing Internship 0-3 hours
BUAD 491 Business Practicum 0-3 hours
BUAD 492 Business Internship 0-3 hours
FNCE 491 Finance Practicum 0-3 hours
FNCE 492 Finance Internship 0-3 hours
MGNT 491 Management Practicum 0-3 hours
MGNT 492 Management Practicum 0-3 hours

Every academic Internship requires the permission of the instructor. The School of Business recommends adherence to these requirements:

1. Student have 55 or more semester hours (Junior status)
2. Students be an inducted member of the School of Business
BUAD 201
3. Students have taken the following classes with a C or better:
ACCT 222 Principles of Accounting II
BMKT 326 Principles of Marketing
FNCE 315 Principles of Finance
MGNT 334 Principles of Management



Internship Procedure Sheet

Procedure for completing requirements for an internship in the School of Business for which the student receives academic credit and/or meets graduation requirements.

Date Task Completed

1. The student confirms an internship appointment with an employer. If a student requests 1-3 academic course hour credits, the internship clock hours must be completed in the same semester for which the student is registered. 0 credit hour internships may be arranged within one semester of work completed.
2. Student completes the Internship Application Form.
3. The student requests their employer complete the Employer Form for Internships and attach a job description.
4. The student contacts the Internship Coordinator at the School of Business and submits the Internship Application Form, the Employer Form for Internships, and the job description.
5. First 100-hour evaluation completed by the employer and promptly submitted to the Internship Coordinator at the School of Business.
6. Second 100-hour evaluation form completed by the employer and promptly submitted to the Internship Coordinator at the School of Business.
7. Third 100-hour evaluation form completed by the employer and promptly submitted to the Internship Coordinator at the School of Business.
8. Student completes the 3-page reflection paper and submits self-evaluation document on eClass to the Internship Coordinator at the School of Business.



Suggestions to the Employer

This School of Business Internship Program is designed to serve our students with an opportunity to use the skills and knowledge they have gained in the classroom and apply them in the workplace. The intern will arrive with a basic core of knowledge tempered by his/her abilities and academic preparations; thus, interest and expectations will vary. It will be helpful to confer with the intern to discuss goals, objectives, and available resources. The internship may be tailored to strengthen those areas of administration in which the intern appears to be deficient.

Purpose of Internship:

Regardless of the specific approach utilized, the purpose of the internship is to impart to the intern technical knowledge and enhance the practical experience that will be the basis for a solid foundation upon which to build a successful career.

Length of Internship:

The internship is a 100-300 clock-hour, 0-3 semester-hour program and is required for all business majors. The length varies according to the needs of the organization and internship availability.

Type of Work Expected:

The intern should be involved in actual business practices and projects. As much as possible, the intern should experience “first-hand” in as many areas of the organization or area of concentration as possible. When the internship is finished, the intern should be prepared to function as an entry-level employee.

Orientation for Interns:

In the beginning, the intern should be oriented like any new employee. For example, he/she should be shown the location of the restrooms, location of the time clock, where to park, when and where to take a break and the cost and times when meals are available. The intern should be made aware of all the various systems of the facility, such as alarm, fire, door, call, electrical, water, sewer, phone, heating, and air. The intern should be introduced to all the department heads who should be informed of the intern’s duties, responsibilities, and schedule. The intern’s schedule should be arranged to meet the needs of the organization.



Suggestions to the Student

It is expedient to preserve the relationship between the university and the host organization for future student internships. The following might seem like no-brainers, but they can serve as a wise counselor.

- The internship proposal should be established by the host organization, and the intern, and approved by the professor in the School of Business. If the intern plans to obtain academic credit for the experience, register for the internship at the beginning of the semester that the internship is completed.
- Issues of health insurance, amount, regularity of payment, and all other such employment-related issues should be discussed with the host organization and may require the counsel of the professor.
- Frustrations with the job or the host organization should first be discussed with the professor in the School of Business.
- Professional conduct is expected in all duties and assignments: arrive on time, complete assignments before deadlines, be aware of office politics and protocol, and follow it to the best of your ability. Act professionally, respectfully, and ethically.
- Assure that no other commitments are made that conflict with the internship schedule and be sure to maintain all on-campus responsibilities.
- Dress appropriately, reflecting the environment of the business as well as of the university.
- If questions about Seventh-day Adventist beliefs or practices, answer them in a non-threatening way. Before the issue of the Sabbath arises, decide on an appropriate response. Please work with the professor who may have information about the organization that will be helpful.
- Research the industry and the host organization to prepare for the internship.
- Ask questions! Asking questions for clarification will enhance the internship and show motivation to learn.
- Take initiative both when busy and in down times. Even the best college students are frequently described as “able to follow instructions well, hard workers, but incapable of thinking for themselves.” Meet all job duties and expectations first, then exceed expectations.
- Receive constructive criticism gracefully. What a valuable learning opportunity.



- If you meet someone in the host organization whose job is of interest to you, ask your immediate supervisor if you may meet with that person to learn about his/her background, training, and suggestions he/she might have for entering the field.
- Realize that your work ethic and effectiveness are paving both the direction of your career and the road for future student interns. As an intern from the School of Business, you are encouraged to represent the tenets of the Seventh-day Adventist faith. It is part of our mission to integrate personal integrity, ethics, respect, and dignity in all relationships. To leverage your internship experience, exemplify a sanctified commitment to excellence through dedicated service. The School of Business is not a job placement service; our goal is to provide you with opportunities for intentional relationship-building in the business environment.

To begin an internship the student will:

1. Submit a completed application.
2. Submit a job description.
3. Submit an employer form.

To receive a passing grade for your internship course the intern must:

1. Complete the required hours (100-300).
2. Submit 3-page reflection paper 1 week before the end of class.
3. Submit a complete self-evaluation.
4. Make sure the employer submits the evaluation document.