

Internship Process

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The College encourages internships for two reasons. They allow students to supplement their course of study in a practical application, and they help forge stronger ties between the College and the business community.

In the first phase of the process, the COB Internship Coordinator finds a suitable match between an interested student that qualifies for an internship and a business that is interested in having that particular intern in their employ. The student must be a business major and have at least a Junior standing and a 3.0 GPA in his/her upper-level courses.

The student must obtain a faculty sponsor. The faculty sponsor will be responsible for giving the student a letter grade at the end of the semester. The Internship Coordinator will assist the student in obtaining a faculty sponsor if necessary. The faculty sponsor will be involved in the subject related to the internship and should work out a semester project, both written and oral, with the intern. The faculty sponsor should send the original or a copy of the written project to the Internship Coordinator at the end of the semester.

The Internship Coordinator will arrange for an interview with the prospective employer. The employer must approve the student before the process is completed. After the student has been approved, he/she must have the internship agreement (available from the Internship Coordinator) signed by the faculty sponsor, the Internship Coordinator, and the degree counselor as well as signing it him/herself. The student will then register for the internship like any other course.

Evaluation forms will be sent to the employer at mid-semester and at semester end by the Internship Coordinator. Copies of the responses will be given to the individual faculty sponsors and should be included in the overall course grade determination. Faculty sponsors are responsible for awarding the final grade.

Graduate students will follow the same process; however, they will register in a directed individual research course because the College has no catalog courses for internships.

The Internship Coordinator will assist eligible students in finding an internship. Individual instructors should send interested students to the Internship Coordinator. Those students who procure their own internship must have such internship approved by the Internship Coordinator.

Graduate and undergraduate students may receive academic credit for internships for a total of three credit hours.