

SOUTHWEST MINNESOTA STATE UNIVERSITY NORTH STAR MUTUAL SCHOOL OF BUSINESS INTERNSHIP APPLICATION FORM

The Internship Program at Southwest Minnesota State University in the North Star Mutual School of Business is designed to give exposure to real-life business operations during the third year and beyond. The internships provide an opportunity to gain first-hand knowledge of business practices and should be beneficial to both the student and the employer.

1. The Internship Program attempts to provide the student with a practical environment in which he/she can apply the theory, practices, and skills acquired in coursework. Thus, the internship provides a learning experience where the students can integrate their college education within the context of a work environment.
2. The internship provides the employer with an intern for a specific semester. A participating employer receives benefits beyond having an additional employee:
 - A. An internship provides an employer an opportunity to observe and evaluate a student for potential as a future employee. Challenging internship opportunities attract academically strong students. Therefore, an internship provides the firm an opportunity to expose these outstanding students to the opportunities and challenges within their organization.
 - B. An internship program can increase the visibility of the firm and its image on campus among students. Positive work experiences will be discussed with other students and thus increase the pool of potential employees.
 - C. The internship can provide a method for acquiring capable personnel to conduct special projects or studies within the firm.
 - D. A firm is making a major contribution to the education of the student and provides a major educational service, as well as becoming a partner in the educational process.

Additional information on the Internship Program at Southwest Minnesota State University in the North Star Mutual School of Business can be obtained by contacting the departmental office at the address below:

**North Star Mutual School of Business
Southwest Minnesota State University
1501 State Street, ST 201
Marshall, MN 56258
bis@smsu.edu
507-537-6223**

NORTH STAR MUTUAL SCHOOL OF BUSINESS

INTERNSHIP PROGRAM

Responsibilities of the North Star Mutual School of Business Faculty in the Internship Program

1. The Faculty member who serves as an internship advisor will monitor the student's progress through biweekly reports, and conduct at least one interview of the student and the employer during the internship.
2. Contact potential students with internship information when available, do preliminary screening as specified by the employers and make arrangements for interviews.
3. Grade the student on the basis of the employer evaluation, student bi-weekly reports, and final written report.
4. Conduct a telephone interview with the employer if the employer evaluation raises questions that need defining.
5. Have an internship advisor available to assist the employer and student throughout the internship process.

Responsibilities of the Student in the Internship Program

1. The student must complete the attached Internship Application and establish with the employer objectives to be completed for the internship to be considered successful. The completed application should be returned to the faculty advisor before the beginning of the internship.
2. Once the application is received, the faculty advisor will complete the necessary steps to permit the student to register for the credits being pursued.
3. The intern **MUST submit a biweekly report** on tasks performed and employment experiences. The reports are used to determine and keep track of internship progress; therefore, it is imperative they be submitted every other Friday after completing the week's work. After determining the objectives with the employer, the Intern should create a biweekly report template, which should include:
 - Header should include: Name, Date, Biweekly Report #, Hours Worked during Biweekly Period, and Total Number of Hours Worked in the Internship to date. This second number is a rolling total.
 - Each objective numbered and **bolded** with space underneath to write biweekly accomplishments and progress.
4. The intern, after the completion of the internship, will **write a five-page report** evaluating the internship experience. The report should contain the following:
 - A. An explanation of how the established objectives were accomplished.
 - B. If an objective was not accomplished, an explanation should be given plus recommendations on how the internship could be altered to achieve the objective.
 - C. A discussion of personal strengths and weaknesses identified through the internship experience.
 - D. An evaluation of the strengths and weaknesses of the internship with recommendations for improvement.
 - E. An indication of how the internship affected his/her career choice and why.
 - F. Proper spelling and grammar.
5. Upon completion of internship hours, the intern will need to contact the Advisor for an Employer Internship Evaluation form to be filled out by the Intern's employer.
6. **The Intern Program offers the internship a semester of 3 (300 hours) or 6 (600 hours) credits.** Only three credits will count toward the elective requirement for the related degree. Additional credits can only be applied against the total credit hours required for graduation. The faculty advisor and the student will mutually agree on the credit load. The grade determination will be made based on the reports and employer evaluation.

Responsibilities of an Employer under an Internship

1. Employ the student and discuss with the faculty advisor the basic responsibilities and schedule for the employment period.
2. Establish objectives in the areas of business and professional development with the student. Efforts should be made toward providing the student a broad exposure to the firm's operations. The type of position, the type of firm, and the ability of the student are prime considerations in these efforts.
3. Evaluate the student, their professional abilities, and future potential by completing the North Star Mutual School of Business Employer Internship Evaluation form.
4. Notify the faculty advisor if the student presents any problems affecting the firm's services or the student's employment.
5. Meet weekly with the student to discuss his/her progress toward accomplishing the internship objectives

SOUTHWEST MINNESOTA STATE UNIVERSITY

NORTH STAR MUTUAL SCHOOL OF BUSINESS STUDENT INTERNSHIP APPLICATION

Semester
Year

Personal Information:

Name

Last

First

Middle

Student Mustang ID

Current Address

Current Phone No. E-mail

Address Permanent Address

Permanent Phone No.

Year in College

Major

Minor

College

Credit Earned

GPA

Expected Graduation Date

Internship Information: *(See #5 under "Responsibilities of the Student in the Internship Program.")*

No. of Hours Worked Per Week

No. of

Weeks in Internship

No. of

Credits Desired

Internship Period

to

Month/Day/Year

Month/Day/Year

Faculty Advisor (*Optional)

Internship Organization Information:

Name of Organization Department

Address Phone No.

Supervisor's Name & Title Supervisor's Phone No.

Supervisor's E-mail Address

INTERNSHIP OBJECTIVES

The Student and employer should establish 10 objectives to be accomplished by the internship. The employer's evaluation of the student's performance is to be based on the objectives established.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Intern's Name -

Intern's Signature -

Date -

Supervisor's Name -

Supervisor's Signature -

Date -