



Fort Hays State University

College of Business and Entrepreneurship Internship and Mentoring Program

Objectives

The internship program at Fort Hays State University's College of Business and Leadership works to benefit students, the College, and hosting organizations. Students should be in sophomore, junior, or senior levels; with special permission freshman students may participate. Students must enroll in the appropriate course during the semester in which the internship is conducted and must obtain prior approval to enroll by the department chair.

Student, supervisor, and department chair procedures

- Each participating organization needs a designated supervisor for the student during the internship. The supervisor will be responsible for assisting the student and corresponding with the internship coordinator.
- Students will be responsible for locating suitable internship opportunities. The internship coordinator will keep students informed of possible internship opportunities received by the College. Students are responsible for arranging and financing all travel, housing, and other expenses associated with the internship. Reimbursement for expenses and/or compensation for work performed during the internship are to be negotiated by and between students and host organizations.
- The internship coordinator will attempt to determine only the suitability of the proposed activities for meeting the educational requirements of the proposed internship. The College and its representatives assume no liability for the actions of students or host organizations. When students locate an internship opportunity, they will:
 1. Have the supervisor contact the internship coordinator to express willingness to host them.
 2. Provide the internship coordinator with names of host organizations, names of internship supervisors, and contact information.
 3. Fill out the College's internship agreement and contract forms (see attachments). Both the student and internship supervisor need to sign this agreement and return it to the internship coordinator for final approval and signing. If the internship coordinator has questions regarding the internship, clarification is sought from either or both students and internship supervisor. The internship coordinator will sign the agreement and mail a completed internship agreement form to internship supervisors and students.
 4. The student will register for the appropriate number of credit hours during the semester in which the student is actually performing the internship.
 5. During the last week of the internship assignment, the internship supervisor will complete the student evaluation form. The evaluation should be discussed with the student before submitting it to the internship coordinator. The evaluation form will be accompanying the internship performance letter issued by internship supervisor.
 6. The internship coordinator may assign a grade of incomplete (I) during the semester in which the student is actually on the internship if internship conditions are not fully met.

Procedure for Students

- Secure job and submit resume to internship advisor and internship coordinator for permission to enroll.

- Keep a daily activities log (see attachments). Submit a typed activities log at the end of the work experience.
- At the end of the work experience, submit a typed analysis/critique of the job (maximum of five pages). This critique should not constitute a mere description of the job, but rather a critique of the activities performed.
- Take an internship evaluation form (see attachments) to the supervisor to be completed and mailed by the supervisor to the internship coordinator.

Upon completion of the on-site portion of the internship, the student will:

- Write a letter of appreciation to the internship supervisor.
- Prepare and submit to the internship coordinator an internship summary paper highlighting internship performance.
- Complete the above requirements during the spring or fall semester (whichever is sooner) following the completion of the on-site portion of the internship or an Incomplete grade (I) will be assigned for the internship.
- A change of grade from the (I) assigned during the semester in which the internship is performed to the appropriate course grade will be made after receipt of all required course materials.

Elements of a Successful Internship Program

The aim of College of Business and Leadership’s internship and mentoring program is to enable students to integrate their academic experiences with professional knowledge and skills gained through practical, “real-world” work experience. In essence, this program is carefully developed to help students gain a meaningful work experience that addresses their needs and that of host organizations.

Benefits of internships

Successful internship programs provide benefits for host organizations, students, and the University.

- For host organizations, internships provide a workplace and training ground for a “source” of highly motivated technicians and pre-professionals who want to work and learn more. Internships have also proven to be an excellent way to recruit and evaluate potential employees and provide employers with a flexible, cost effective work force not requiring a long-term commitment. Internships may also provide freedom for existing staff to pursue new or more creative projects. Interns may also bring new solutions to solve problems and enhance the reputation of host organizations as being viable corporate citizens.
- For students, internships provide an opportunity to explore career opportunities with organizations, learn new skills, gain work experience, develop a network of colleagues, enhance professional credentials (resume), and pursue future careers.
- For educational institutions, internships provide feedback on course offerings and curriculum assessment, opportunity to network with private and public sectors, and offer faculty members with awareness about “real-life” issues faced by organizations that traditional textbooks are often unable to address.

Characteristics of an effective internship

Students and organizations must gain equally from an internship opportunity. Each must invest time and energy, and be committed to achieve pre-described and agreed-upon objectives. Organizations must demonstrate the desire to help interns achieve tangible growth and professional development in the workplace. Internship should not be perceived as a short-term job or volunteer work, but rather as “measurable learning objectives” structured into the “educational” experience. Interns should have an opportunity to work and learn from the internship experience. They need to be given the chance to build on previously learned skills and become more professional.

Training agreement & learning objectives

A work/training experience written agreement with clearly defined and measurable learning goals for the student should be developed to ensure a successful internship opportunity. Prior to internship commencement, a training agreement form will be prepared which will indicate the responsibility of students, host organizations, and the College. It is important that the learning objectives and work assignments for students be as challenging and diverse as possible while still accommodating the needs of organizations. Timelines for assignment completion will be established for each learning objective. This will enable the site supervisor and the internship coordinator to monitor students' progress.

Internship duration

The duration of the internship will be discussed and agreed upon by all parties involved before internship assignments begin, with the exact starting and ending date stated on the agreement form. The duration of the internship assignment may vary from one company to another; however, the department chair will determine the minimum number of contact hours and appropriate credit hours required for each internship assignment.

Salary and benefits

For paid internship assignments, host organizations are expected to inform interns, in writing, and how much they will be paid. Most internship agreements require that this information be discussed during the preliminary stage in internship negotiation. Since salaries and benefits are negotiable, all parties involved will discuss this component of the internship. For those organizations that are unable or unwilling to pay competitive salaries, other incentives may be provided, i.e., travel expenses, reduced or free housing, gas allowances, tuition-reimbursement, opportunities for attending seminars and workshops, and the like.

Student orientation

Once an intern is placed, an orientation should be provided by the host organization. This will include work rules, office procedures, company policy and handbook, standards for professional and ethical conduct. Also, interns should have an opportunity to meet staff and employees, tour the facilities, learn safety requirements and equipment operations, and the like.

Internship evaluations and grading

Site supervisors are required to evaluate and report, in writing, the intern's progress and experiences to the internship coordinator and the student. Formal written evaluations shall be provided by site supervisors. These evaluations can be conducted midway through the internship and at its conclusion.

If problems arise during the internship, i.e., poor intern attendance, unsatisfactory work, low motivation, and the like, the internship coordinator shall be contacted immediately to help resolve the problem. Employers reserve the right to terminate an internship but this can only be done after consultation with the internship coordinator and the student and all attempts to resolve the problem have failed.

Conclusion

Establishing a successful internship program is not difficult and results in numerous benefits to the employer, student and College. If an employer establishes a successful internship now, they will have a distinct, competitive advantage in recruiting the best, highly motivated students for the future because they will already be known by the college and past interns. Employers will be benefiting from student interns who will already be trained and familiar with the workplace. This will ultimately mean lower training time and costs. Successful internship programs are a great investment.

**College of Business and Entrepreneurship
Internship Agreement**

Hosting Organization _____

Internship Supervisor _____

Address _____

Phone _____

Fax _____

E-mail _____

Please provide the following information:

Internship Duration _____

Scope of Activities _____

Remuneration _____

Signature of Internship Supervisor _____

As the internship coordinator at Fort Hays State University, I approve the Internship Agreement as outlined above.

Signature of internship coordinator _____

Date _____

Fort Hays State University

College of Business and Entrepreneurship Internship Contract

Hosting Organization

_____ offers an internship to _____
(Sponsoring organization's name) (Student's name)

This internship is as described in the Internship Agreement with the Fort Hays State University

Department of _____

The location of the internship will be _____

The internship supervisor will be _____
(Name)

The payment to the intern (if not specifically stated in the Internship Agreement) will be _____

I understand that if I have any concerns or questions regarding any aspect of the internship experience I can contact the internship coordinator _____ at FHSU.

Signature of Internship Supervisor _____

Date _____

STUDENT

I agree to the terms of the Internship Agreement and will fulfill my duties under the Agreement to the best of my abilities.

Signature of Student _____

Date _____

INTERNSHIP COORDINATOR

As the representative of Fort Hays State University, I approve the Internship Agreement between

_____ and _____
(Student) (Hosting organization)

Signature of Internship Coordinator _____

Date _____

Fort Hays State University
College of Business and Entrepreneurship
Activities Log

(Log must be typed before submission)

September 20, 2000

I worked from 2-4:45 p.m. I helped Mr. Kenny conduct an interview for an SBA loan. This took the entire afternoon.

September 21, 2000

I worked from 10 a.m.-2 p.m. I continued to work on a client's package and am at a standstill until he brings in requested information. I wrote a brief summary of the interview of September 20.

September 25, 2000

I worked from 2-4 p.m. I went through the files and called potential clients. A few have decided to drop their requests for a loan.

Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Fort Hays State University

College of Business and Entrepreneurship Internship Evaluation

Date _____

Name of Intern _____

Name of hosting organization _____

Intern's position _____

Total hours worked _____

Signature of internship supervisor _____

Directions: Please place a check mark in the appropriate area at the right to identify qualities of the student employee.

	Very Good	Acceptable	Needs Improvement	Not Applicable
Personal Appearance: Exhibits good taste and neatness in dress; is clean; has no distracting mannerisms; is refined and cultured	_____	_____	_____	_____
Social Qualities: Is friendly, understanding, and helpful; is courteous and tactful; is interested in people; has ability to get along with others and understand their problems.	_____	_____	_____	_____
Voice and Speech: Is clear and distinct; is easy to understand; is free from irritating mannerisms.	_____	_____	_____	_____
Business Personality: Is mentally alert; has sense of humor; exercises self-control; has drive; is poised and confident.	_____	_____	_____	_____
Use of Oral and Written English: Has ability to present ideas simply and clearly; uses good grammar; uses correct pronunciation.	_____	_____	_____	_____
Professional Commitment: Is interested in this position; takes steps toward self-improvement; is an enthusiastic worker; uses time wisely.	_____	_____	_____	_____

Cooperation: Is willing and able to take suggestions and criticism; cooperates with associates and supervisors.

General Knowledge and Information: Has a wide variety of interests and a broad understanding of the social surroundings.

Special Knowledge and Understanding: Has an understanding and a working knowledge of business with appropriate skills and competencies.

Technology: Has the ability to utilize machines, procedures, and equipment in a business environment.

Any special comments or recommendations about this student or the program at Fort Hays State University would be appreciated and may be made on the back of this form. Thanks for your participation in this program. Please mail this form to: