



BUS 3900: Business Internship (1-5 credits)

- Internship may take place during any semester (Fall, Spring or Summer).
- Academic credit may only be earned during semester the internship work is performed.
- Internships projects must be related to the academic major of the student.
- Internship project requires a minimum of 50 hours of work for each academic credit earned.
- Process for requesting BUS3900 credit
 1. Obtain internship/co-op, relevant to field of study
 2. Solicit support from a supporting faculty member with the COB in developing proposal
(Supporting COB Faculty member agrees to work with the student to learn academically along with the professional work experience through the internship/co-op)
 3. Return completed proposal to Coordinator of Academic Services
 4. A faculty committee reviews each proposal
 5. BUS3900 registration completed by Coordinator of Academic Services for all approved proposals

Deadlines for Proposal Submissions

- Fall Semester: July 1st
 - Spring Semester: December 1st
 - Summer Semester: April 1st
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- If enrolling in co-op credit (ex. UN3002 or 3003) see Coordinator of Academic Services for alternative to credit utilization
 - Credits for BUS3900 are variable from 1-5 credits (max of 5 credits). The work required is based on the amount of credits desired to earn. The next page explains basic requirements for final paper, but may vary depending on internship and Supporting Faculty. Student must meet faculty provided requirements as outlined in the submitted proposal.

1 Credit Professional Development (no internship work required):

- Paper should be 5-8 pages in length minimum
(submitted no later than end of semester; week 14-prior to final exams. Early submissions are acceptable)
- 5-year professional development/career plan.
The plan should include:
 - Career Objectives
 - Job Search to include companies you would like to work for and why. May also include companies you chose to avoid (research company culture in particular)
 - Salary/Benefit goals
 - Preferred geographic locations
 - Opportunities for promotion
 - Pros and cons you are considering in your job search
 - Plans for continued education after BS degree.
 - Professional Organization Involvement
- Updated Resume
- Update your COB Professional Blueprint account in Canvas-submit a printout of completed tasks
- Complete/update Profile in Handshake (Career Services)-submit a printout of profile
- Utilize feedback from Career Services Staff member for recommendations

2 Credit Professional Development (no internship work required):

- Requirements for 1 credit plus
 - Paper should be 9-12 pages in length minimum
 - 10-year professional development/career plan

3 Credit Internship Work:

- Complete a minimum of 150 hours work at the company
- Report turned in on time (set by faculty member; no later than end of semester (week 14)-prior to final exams) reflect college-level communication skills (utilizing MLA standards) and 10-15 pages in length minimum
- Items to address could include:
 - Job title and description
 - Specific skills needed and/or acquired for the job
 - Supervisors job description and how they got to be there (experience, education, networking, etc.)
 - Description of interesting person you met/dealt with during internship
 - Description of a memorable day or period of time during internship
 - Positives and negatives of the work experience
 - What are the primary lessons you learned from this experience?
 - Summary statement
- If appropriate, include examples of work completed
 - Updated Resume
 - Cover Letter
 - 3 References
- Update your COB Professional Blueprint account in Canvas-submit a printout of completed tasks
- In consultation with your supporting faculty member they may require that you present about your internship when you return to campus. This may be in the form of attending a board of professionals that support your major, open campus presentation, etc. Please follow the instructions per your faculty member.

4 Credit Internship Work:

- Requirements for 3 credits plus
 - Complete a minimum of 200 hours work at the company
 - Report length must be 18-20 pages



STUDENT/EMPLOYER AGREEMENT FORM

Internship Purpose

The purpose of the College of Business (COB) internship program is to broaden and support student professional work experiences as they apply concepts learned in the classroom to the professional work environment.

For employers, the program provides an opportunity to observe student work prior to making permanent employment commitments, if applicable. Internships should help students formulate career objectives and give them a mature perception of concepts taught in business courses.

During the internship employers may be evaluating students as potential full-time professional employees. In some cases, the internship might not be a long enough period of time for students to demonstrate all their capabilities. The student should approach the internship with the same amount of effort and determination expected of a full-time professional position.

Policies and procedures

1. Students are expected to return to Michigan Tech at the end of the internship/co-op.
2. COB requires an “Employer Evaluation” from the supervisor regarding the student's performance. Evaluations will be emailed to employer from the Coordinator of Academic Services prior to employment completion.
3. COB will require a report from the student at the conclusion of their internship/semester
4. It is expected that each student's internship/co-op will run through a full planned cycle. However, if circumstances warrant that an internship is canceled or an intern may be terminated, the decision to terminate employment of a student and their internship should be made known to the Coordinator of Academic Services (Jodie Filpus-Paakola; phone: 906-487-3597 or email jrfilpus@mtu.edu)

STUDENT

Name: _____ Major: _____

Address: _____ City: _____

State: _____ Zip Code: _____

E-Mail: _____ Phone: _____

EMPLOYER

Company Name: _____

Supervisor's Name: _____ Supervisor's Title: _____

Address: _____ City: _____

State: _____ Zip Code: _____

E-Mail: _____ Phone: _____

AGREEMENT VERIFICATION:

I, _____ agree to the terms and conditions of me internship at _____
for the position of _____

Student Signature: _____ Date: _____

We, _____ hereby agree to hire _____ for an internship/co-op for
the period beginning _____ and ending on _____.

Employer Signature: _____ Date: _____



Michigan Technological University
College of Business

BUS 3900: Internship Proposal

Prior approval of an internship project for academic credit must be obtained from the Coordinator of Academic Services to enroll in BUS 3900. The College of Business (COB) in cooperation with the student, a supporting faculty member submit a proposal for academic credit along with the “Student/Employer Agreement form” The Supporting Faculty member agrees to work with the student to learn academically along with the professional work experience.

Deadlines for Proposals: Fall Semester: July 1st
 Spring Semester: December 1st
 Summer Semester: April 1st

Student Name: _____ Student ID (M#): _____

Major(s): _____ Submission Date: _____

Academic Semester for credit: _____ # of BUS 3900 Credits: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Supporting Faculty Name/Title: _____

Internship Project Description: *Details below can be typed on form or submitted on separate paper-typed*

Project Plan (average number of hours, expected results, etc.):

Basis for Grading (attached rubric if appropriate) as defined by the Supporting Faculty member (*all final paper requirements from the faculty member supersede recommended requirements*):

I, _____ agree to the terms and conditions of my academic requirements and to submit my final report by the end of the semester.

Student Signature: _____ Date: _____

APPROVAL Signatures (FACULTY/STAFF ONLY)

Supporting Faculty Member: _____ Date: _____

Undergraduate Program Committee Chair: _____ Date: _____

Coordinator of Academic Services: _____ Date: _____
