



Lukenda School of Business

Telephone (906) 635-2426

Fax (906) 635-2821

Internship Instructions to Student Applicant

(Revised October 2018)

1. Read this application packet completely to understand the requirements for receiving academic credit for internship experiences.
2. Identify a potential worksite where the internship experience may be offered. Identify tentative learning objectives.
3. Identify and meet with a prospective faculty supervisor (typically your advisor). Determine if the internship is suitable for your plan of study. Further, determine if the faculty member is willing to assist you in developing the internship plan and to supervise the internship.
4. Identify and meet with the prospective worksite supervisor. Determine if the employer is willing to offer the internship, provide learning opportunities, and work with you and the faculty supervisor in the development of the internship plan. You are advised to discuss compensation early in the process. Provide the worksite supervisor a copy of the Internship Description and the Information for Internship Supervisor's sheet. **Note:** *If the employer has established policies and procedures regarding the offering of internships and has developed evaluation forms for internal use, please check with the faculty supervisor to determine if the employer's evaluation forms may be used in lieu of all or part of the supervisor's portion of the internship application form.*
5. Complete the Internship Application. Obtain the required signatures from the faculty supervisor and worksite supervisor(s). You should be working closely with both individuals to develop the internship plan.
6. Submit the completed Application to the Secretary of the School of Business in Room 126 of Considine Hall. The internship application will be reviewed by the school Chair and Dean. If the internship is initiated by the Chair, an additional faculty member will also review the application. The final date for submission of the application is the first day of class for the semester the student wishes to enroll. Earlier submission is encouraged.
7. When the application is approved, a course and section number will be assigned. After you are given the course number, you may schedule the course.
8. Follow the approved internship plan. Obtain the worksite supervisor's evaluation upon completion of the internship. Submit the required documentation for evaluation to the faculty supervisor.



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Internship Description

The Lukenda School of Business offers internship credit under two course numbers: BUSN299 and BUSN399, (see course descriptions below). Grade point average and class standing requirements are stated in the course descriptions.

The internship is a learning experience in the student's primary area of study, and not just a work experience. While work experiences are valuable and add to the resume, academic credit will not normally be granted for work experience. To earn academic credit, the work experience must provide learning opportunities. Internships which do not provide learning opportunities will not be approved for academic credit. Documentation that learning has occurred must be provided for the awarding of academic credit. If documentation is inadequate, the faculty supervisor will assign a grade of no credit for the course. The minimum number of work hours required for each academic credit is 45. Some internships may require more than 45 hours of work per academic credit when learning opportunities are insufficient. The maximum number of academic credits for internships that may be applied to a baccalaureate degree in the School of Business is 8.

The internship application will be reviewed by the school Chair and Dean. If the internship is initiated by the Chair, an additional faculty member will also review the application. The reviewers will make the final determination whether to approve the internship for the granting of academic credit. The student, faculty supervisor, and worksite supervisor should provide sufficient information in the internship plan, relating learning opportunities to work tasks, to allow the reviewers to adequately evaluate the application. The faculty members may return the application for additional information. (This action may delay the start of the work experience).

Internships may be offered with or without remuneration. The matter of remuneration is between the intern and the employer. Remuneration is outside the scope of the application and the approval process. While the faculty supports paid internships, compensation is not a consideration for the granting of academic credit.

Course Descriptions

BUSN299 Internship in (Discipline) 1-4	BUSN399 Internship in (Discipline) 1-4
Course is designed to provide students with an opportunity to earn credit while obtaining meaningful discipline-related work experience outside the classroom setting. Students are expected to spend a minimum of 45 work hours per credit hour. The course may be repeated once for a maximum of 4 credits. Prerequisites: 2.5 GPA, sophomore standing, employer and instructor approval, and submission to, and approval by, departmental faculty of internship plan, including method of evaluation.	Course is designed to provide students with an opportunity to earn credit while obtaining meaningful discipline-related work experience outside the classroom setting. Students are expected to spend a minimum of 45 work hours per credit hour. The course may be repeated once for a maximum of 4 credits. Prerequisites: 2.5 GPA, junior standing, employer and instructor approval, and submission to, and approval by, departmental faculty of internship plan, including method of evaluation.



LAKE SUPERIOR
STATE UNIVERSITY

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Student's Name _____ Student's I.D. _____

Student's Address _____

Student's City/State/Zip _____

Student's Telephone _____ Student's Email _____

Semester(s) Applied _____

Course No. (circle one): ___ BUSN299 ___ BUSN399

___ 1 Cr. (45 hrs.) ___ 2 crs. (90 hrs.) ___ 3 crs. (135 hrs.) ___ 4 crs. (180 hrs.)

Site of Internship _____

Address _____

City/State/Zip _____

Worksite Supervisor's Name _____

Worksite Telephone _____

Faculty Supervisor's Name _____ Telephone _____

Approval

The undersigned parties agree with the internship plan as described in this proposal. The employer agrees to provide supervision and advising to ensure that the student intern receives educational benefit from the internship, to communicate as needed with the faculty supervisor during the course of the internship, and to provide the student and the faculty supervisor an evaluation of the student intern's job performance.

Signatures

Student _____ Date _____

Worksite Supervisor _____ Date _____

Faculty Supervisor _____ Date _____

Chair/Review Panel 1 _____ Date _____

Dean _____ Date _____

1. Method of Evaluation

Student shall explain below the method of evaluation. Suggested methods include daily or weekly logs, a major paper, worksite supervisor's evaluation, and periodic reports to the faculty supervisor. Specify due dates for any required reports.

Method of Evaluation and Due Dates (Required)

Scheduled work time (if known) _____

2. Work Tasks, Learning Objectives, Estimated Hours

Describe the work tasks, learning objectives, and estimated number of hours to be worked in the spaces below. Use additional sheets if necessary.

Work Tasks	Learning Objectives	Number of Hours
Activities that will provide the learning experience	What will be learned by the activity	Hours for this activity. Specify any planned reading.

1.		
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(continued)

Work Tasks	Learning Objectives	Number of Hours
Activities that will provide the learning experience	What will be learned by the activity	Hours for this activity. Specify any planned reading.
2.		
3.		
4.		
5.		

(continued)

Work Tasks	Learning Objectives	Number of Hours
Activities that will provide the learning experience	What will be learned by the activity	Hours for this activity. Specify any planned reading.

6.		
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7.		
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8.		
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9.		
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(continued)

Work Tasks	Learning Objectives	Number of Hours
Activities that will provide the learning experience	What will be learned by the activity	Hours for this activity. Specify any planned reading.
10.		
11.		
12		
13.		