



# INTERNSHIP

## LUTGERT COLLEGE OF BUSINESS *Student Information Packet*

(March 2007)

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### PURPOSE

The objective of an internship is to provide Florida Gulf Coast University (FGCU) students with an opportunity to enhance their academic preparation through practical, hands-on experience. An internship seeks to offer students the opportunity for professional growth within an organization through the completion of challenging and meaningful work. Students gain valuable experience that translates to high marketability upon graduation. Employers gain valuable input into their organization and have the opportunity to “check out” potential future employees.

### MINIMUM STUDENT QUALIFICATIONS

1. To qualify for an academic internship, students should meet with their academic advisor to confirm they have junior standing with a minimum 2.5 GPA overall and 3.0 GPA in their major.
2. In addition, all International students who hold the F-1 or J-1 visa should contact the office of Global Initiatives and International Services to verify eligibility and immigration compliance.
3. The academic internship must be a new learning experience (not the student’s current employment) and may not apply toward service learning hours.
4. Prior to beginning any internship for academic credit, students must receive the approval of the FGCU Faculty Internship Supervisor.
5. A maximum of three credit hours of an approved academic internship may be applied toward graduation requirements as a College of Business elective.

### TIME REQUIREMENTS

In order to earn three credit hours of academic credit, students are required to work a minimum of 120 to 150 hours at an approved site for a 10 to 12 week period.

### ROLES DESCRIBED

***Academic Advisor*** - Qualifies the student for the internship experience.

***FGCU Faculty Internship Supervisor*** – Responsible for supervising the academic internship, developing the scope of work to be completed for academic credit, evaluating the final report, and assigning an appropriate grade (S/U).

***Organization/Company Internship Supervisor*** – Responsible for supervising the student intern, tracking their performance, and then completing an evaluation at the conclusion of the internship experience.

## **RESPONSIBILITIES**

### **Student:**

- The student is responsible for adhering to the policies of the organization/company.
- The student is responsible for adhering to the proper dress code required by the organization/company.
- The student is responsible for transportation.
- The student is responsible for reporting to the organization/company punctually and following all established regulations.
- The student will not submit for publication any materials relating to the internship experience without prior written approval of the organization/company.
- The student shall hold all privileged information concerning the operation of the organization/company and/or its customers in strict confidence.
- All international students who hold the F-1 or J-1 visa should contact the office of Global Initiatives and International Services to verify eligibility and immigration compliance.

*At all times, the student must remember that he/she represents Florida Gulf Coast University and its current and future relationships with the organization/company.*

### **Organization/Company:**

- The organization/company shall provide the student intern a planned, supervised program of career related experiences.
- The organization/company shall maintain complete records on the student intern's performance and provide an evaluation as required by the university at the conclusion of the internship period.
- The organization/company may request the university to withdraw any student intern from its facilities whose personal characteristics or performance prevent a desirable relationship with the organization/company.
- The organization/company shall permit the inspection of its facilities, student intern records, and such items pertaining to the internship program by the university or agencies charged with the responsibility for accreditation of the academic programs.
- The organization/company shall not take commercial advantage of its affiliation with the university by advertising the relationship in commercial media.
- The organization/company agrees to comply with all Federal and State non-discrimination laws and work cooperatively with the university staff to accommodate student interns who request accommodations due to a disability documented through Florida Gulf Coast University.

## **ACADEMIC INTERNSHIP APPROVAL PROCESS**

### **1. Meet with College Advisor**

- a. Student must schedule an appointment with their college advisor to begin the approval process.
- b. At the initial meeting, the advisor explains the guidelines for an academic internship and gives initial approval based on the student's academic history. If approved, the student completes the student section of the Internship Agreement and the Contract for Academic Credit. The student is then referred to the appropriate Faculty Internship Supervisor.

### **2. Identify Internship Position**

- a. With the assistance of the Faculty Internship Supervisor and/or the Director of Career Development Services, the student identifies an internship position.

### **3. Prior to Beginning the Internship**

- a. Student meets with the Organization/Company offering the internship to complete the Internship Agreement and attaches a copy of the internship position description.
- b. Student then meets with the Faculty Internship Supervisor to:
  - submit the Internship Agreement and the internship position description,
  - review the academic requirements for the internship, and
  - complete the Internship Contract for Academic Credit.

4. **DEADLINE** for completion of the first three items is **one week prior to the first day of classes** for the semester the student wishes to register for the academic internship.

### **5. Registration**

- a. Faculty Internship Supervisor forwards the completed forms to the Associate Dean for Enrollment Management for final approval.
- b. Course number and CRN are entered on the Contract, and the student is registered for the class.
- c. Student must confirm their registration on Gulfline and pay all tuition and fees by the deadline date published in the university academic calendar.
- d. Copies of the forms are distributed to the student and Faculty Internship Supervisor, and the originals are placed in the student's college advising file.

### **6. Conclusion of Internship**

- a. Student requests the Organization/Company Internship Supervisor to complete the Student Intern Evaluation form.
- b. Student submits the following forms to the Faculty Internship Supervisor:
  - Student Intern Evaluation, completed by the Organization/Company Internship Supervisor
  - Internship Site Evaluation, completed by the student
- c. The student is responsible for the completion of all academic requirements as stated on the completed Internship Contract for Academic Credit.



LUTGERT COLLEGE OF BUSINESS

Internship Agreement

STUDENT (please print)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FGCU Email \_\_\_\_\_

Major Courses Completed \_\_\_\_\_

Overall GPA \_\_\_\_\_ Major GPA \_\_\_\_\_

ORGANIZATION/COMPANY (please print)

Organization/Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

INTERNSHIP POSITION (Organization/Company to complete)

Internship Position Title \_\_\_\_\_

Note: Must attach a copy of the internship position description.

Beginning date \_\_\_\_\_ Completion date \_\_\_\_\_ Total hours to be worked \_\_\_\_\_

Note: Academic internship requires 120 to 150 hours working at an approved site for a 10 to 12 week period.

Will the intern be paid? yes \_\_\_ no \_\_\_ \$ \_\_\_\_\_ per \_\_\_\_\_

APPROVAL SIGNATURES

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization/Company Internship Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

FGCU Faculty Internship Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_



LUTGERT COLLEGE OF BUSINESS

Internship Contract for Academic Credit

Name \_\_\_\_\_

University Identification Number \_\_\_\_\_

CRN \_\_\_\_\_ Course Number \_\_\_\_\_

Course Title \_\_\_\_\_

Credit Hours \_\_\_\_\_ Semester \_\_\_\_\_

NOTE: To earn 3 credit hours of academic credit, students are required to work a minimum of 120 to 150 hours at an approved site for a 10 to 12 week period. The academic internship must be a new learning experience (not the student's current employment) and may not apply toward service learning hours. Please attach the Internship Agreement form and a copy of the Internship Position Description.

The following assignments must be submitted to the FGCU Faculty Internship Supervisor:

- 1. Weekly activity reports listing specific activities, time spent, and individual observations.
2. Internship Site Evaluation form (completed by student) and Student Intern Evaluation form (completed by employer) at the conclusion of the internship.
3. Final report clarifying the learning experiences that occurred during the internship. The report should include an introspective examination of the experience in light of the materials presented in related coursework at FGCU.
4. Additional requirements as assigned by the FGCU Faculty Internship Supervisor.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: It is understood the internship will be completed and graded by the last day of the semester. Only S/U grade may be earned for a maximum of 3 credit hours.

APPROVAL SIGNATURES

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

FGCU Faculty Internship Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Copies: Academic Advising (original), FGCU Faculty Internship Supervisor, Student



**LUTGERT COLLEGE OF BUSINESS**

***STUDENT INTERN EVALUATION FORM***

*(To be completed by supervisor)*

**Student Name** \_\_\_\_\_

**Internship Period** \_\_\_\_\_

**Organization/Company Name** \_\_\_\_\_

The evaluating supervisor is to complete this portion of the evaluation. Please be candid. This evaluation is of paramount importance to the student intern's professional and personal development. The evaluation will be a guide for counseling the student intern. Additional space is provided for your comments. Please comment on any evaluation marked marginal or unsatisfactory.

<u>Characteristics</u>	<u>Excellent</u>	<u>Very Good</u>	<u>Average</u>	<u>Marginal</u>	<u>Unsatisfactory</u>
1. Desire and willingness to take on new assignments	_____	_____	_____	_____	_____
2. Potential for further development	_____	_____	_____	_____	_____
2. Concern for needs of fellow employees	_____	_____	_____	_____	_____
4. Willingness to work through assignments to completion	_____	_____	_____	_____	_____
5. Ability to communicate	_____	_____	_____	_____	_____
6. Ability to learn	_____	_____	_____	_____	_____
7. Quality of work	_____	_____	_____	_____	_____
8. Dependability	_____	_____	_____	_____	_____
9. Attitude (application to work)	_____	_____	_____	_____	_____
10. Attendance	_____	_____	_____	_____	_____
11. Tardiness	_____	_____	_____	_____	_____
12. Judgment	_____	_____	_____	_____	_____
13. Imaginativeness and resourcefulness	_____	_____	_____	_____	_____
14. Cooperation-willingness to get along with others	_____	_____	_____	_____	_____

**Brief Description of Assignment**

**Narrative Appraisal of Performance** *(Please attach any performance appraisal instruments/letters that would assist in evaluating the student intern.)*

It is my understanding that the student intern may have access to the information in this evaluation.

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Organization/Company Internship Supervisor Signature

Date

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Supervisor Name/Title *(please print)*

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Phone

Email



## LUTGERT COLLEGE OF BUSINESS

### *INTERNSHIP SITE EVALUATION*

*(To be completed by student intern)*

**Student Name** \_\_\_\_\_

**Internship Period** \_\_\_\_\_

**Organization/Company Name** \_\_\_\_\_

**Supervisor Name/Title** \_\_\_\_\_

Please circle your answers using the following guidelines:

- 1 – Strongly Agree
- 2 – Agree
- 3 – Neither Agree nor Disagree
- 4 – Disagree
- 5 – Strongly Disagree

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. The organization/company was respectful and fair.                          | 1 | 2 | 3 | 4 | 5 |
| 2. Instructions were clearly and adequately communicated.                     | 1 | 2 | 3 | 4 | 5 |
| 3. The organization/company provided adequate training.                       | 1 | 2 | 3 | 4 | 5 |
| 4. The internship work responsibilities were fairly represented.              | 1 | 2 | 3 | 4 | 5 |
| 5. My learning needs were reasonably accommodated.                            | 1 | 2 | 3 | 4 | 5 |
| 6. My workload was fair and balanced.   | 1 | 2 | 3 | 4 | 5 |
| 7. The internship site supported and valued diversity and Affirmative Action. | 1 | 2 | 3 | 4 | 5 |
| 8. The internship site had sound ethical standards and practices.             | 1 | 2 | 3 | 4 | 5 |
| 9. I accomplished the majority of my learning goals.                          | 1 | 2 | 3 | 4 | 5 |
| 10. I received adequate supervision from the site supervisor.                 | 1 | 2 | 3 | 4 | 5 |
| 11. I received adequate supervision from the faculty supervisor.              | 1 | 2 | 3 | 4 | 5 |
| 12. I received accurate, timely feedback from the site supervisor.            | 1 | 2 | 3 | 4 | 5 |

13. I received accurate, timely feedback from faculty supervisor. 1 2 3 4 5
14. I enjoyed my internship placement. 1 2 3 4 5
15. I would like to be employed by the internship site. 1 2 3 4 5

**Please describe one of the highlights of your internship experience.**

**Please describe any problems or concerns with your internship site.**

**Other information/comments.**

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Student Signature

Date