

OAKWOOD UNIVERSITY



Student Internship Handbook

Business & Information Systems Department

Revised 2009

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GUIDELINES FOR INTERNSHIP

What Is An Internship?

An internship is a compensated or non-compensated, supervised learning experience. It involves an agreement among the student, faculty coordinator and host supervisor to establish learning goals, determine activities, and provide feedback on the experience.

Statement of Purpose

The internship provides practical work experience involving observed implementation of Business and/or IT principles and practices. The internship offers opportunities to apply various types of previously learned knowledge and skills in a practical environment, as well as, opportunities to acquire new knowledge and skills. The internship provides experience that promotes self-confidence, maturity, responsibility and the development of interpersonal skills and prepares for an intelligent career choice, job experience which future employers require, and opportunities to provide service to others.

Internship Guidelines and Procedures

- All students must have junior status and be in good standing.
- All students must have completed prerequisites in their area of concentration.
- **No credit will be awarded for previously completed internships without departmental approval and/or Internship Coordinator recommendations.**
- **All students planning to complete internships must attend Internship Seminars, meetings, and workshops provided by the Department.** Students must register for these seminars prior to receiving internship approval and/or course credit.
- The internship must be approved by the Internship Coordinator and/or Internship Committee.
- Internships may be completed in any of the academic terms or in the summer.
- Internships must have a **minimum of 150 hours** in order to receive three (3) hours of university credit.
- Students **may not** work directly with a parent or a relative at an internship site.
- Students may undertake either paid or unpaid internships for credit; the decision regarding whether or not to pay an intern is left to the sponsoring organization.
- Students must apply for internships in the term prior to commencing the internship experience.
- Students will receive a minimum of one evaluation by each of their site supervisors during the course of the internship; evaluations will be kept on the file. ALL evaluations must be returned to the Department by the supervisor for internship credit to be received. The student will be responsible to follow-up with supervisor to make sure evaluations are sent to the Business Department by the due date.

Conduct of Students During the Internship

The student, while participating in an internship, is representing the Business and Information Systems Department and Oakwood University. As such, he/she is expected to perform the responsibilities of the internship to the glory of God, and comply with the standards of conduct outlined in the Student Handbook.

Points to keep in mind

- Arrive to work on time. Notify the supervisor early in the workday when ill (extended absences should be reported to the student's advisor, as well).
- Dress appropriately for the environment.
- Adhere to the policies and procedures of the organization, especially in regards to punctuality and conduct.
- Complete all work assigned by the organization and all academic work in a timely manner.
- Ensure that no commitments are made that will conflict with the schedules.
- Perform all duties like any other employee of the organization.
- Perform all duties in an ethical and professional manner. Failure to do so will be grounds for dismissal from the organization and ensue loss of credit for the course.
- Contact the faculty coordinator immediately if difficulties related to the internship agreement or behaviors arise.

Locating an Internship

Oakwood students generally find internships in one of three ways:

- Through contacts a student has made on his or her own in an organization and a location of particular interest to the student.
- Through the resources available in the Oakwood University Career Placement Office
- Through the resources available in the Business and Information Systems Department

Other resources which students use in developing their own internships include the yellow pages of the phone book, chambers of commerce, newspapers, and internet and websites searches.

After securing the name of a person within the organization(s), the student should send a letter of interest (cover letter) and a resume to that organization. Occasionally, an employer asks that an administrator from the university verify a student's request for an internship, or provide additional information on the internship program. The Internship Coordinator should be contacted by letter or phone by the employer or student.

*** NOTE: INTERNSHIP DEVELOPED BY STUDENTS ***

Students may locate internships on their own by contacting relatives, neighbors or friends who may know of or be employed by organizations interested in sponsoring student interns. *(Students are not permitted to develop internships in organizations where they would be working under the direct supervision of a member of their immediate family or a close relative.)*

Communication

Students are strongly encouraged to stay in contact with the Internship Coordinator at least once a month on a regular basis throughout the duration of the internship. The form of this contact will depend upon the circumstances surrounding the internship, but may take the form of email, telephone, mail, or personal visits. These arrangements will be specified in the internship contract.

Grading Procedures

Students will receive a grade based upon their completion of the academic requirements and the organization's evaluation of the student's work during the internship. The grading will be according to the following scale:

- Supervisor Evaluation 67%
- Portfolio/Presentation 33%

Portfolio grading will emphasize content, grammar, format, and organization. Students are expected to submit all assignments free from grammatical errors. Significant reduction in grading will occur if portfolio items are incomplete or lacking in substance.

Components that are turned in late (postmarked or received after the due date) will be subject to a penalty that will affect the overall grade.

A letter of "A" (Excellent); "B" (Good); or "C" (Average) will be awarded based upon the level of completion, and the quality of the portfolio requirements. Internship grades below a "C" will require repeating the course and/or internship.

Reference sample for detail grading scale and criteria on page 27.

Due Date

Internship portfolios will be due no later than the last day of regular scheduled classes for the semester in which internship credit is requested, (not to exceed the 1st day of semester final exams. Portfolios received after the scheduled due date will receive a reduction in grade for being late thereafter and day to a "C" grade.

A deferred grade or an incomplete grade will be given to students who fail to complete their portfolios and/or internship requirements in the semester in which they registered for internship credit. An "F" grade will be given if the student fails to complete the portfolio and/or internship by appointed due date assigned.

Checklist for Arranging an Internship

The following checklist outlines a series of steps to take in arranging an internship. Planning must begin at least *one semester in advance*.

INTERN: _____

COURSE: _____

SEMESTER: _____

YEAR: _____

- _____ Pre-Internship Seminars (if applicable)
- _____ Internship Handbook
- _____ Approval of Resume
- _____ Completed Internship Application
- _____ Transcript
- _____ Job Description from Employer
- _____ Job Approved by Internship Coordinator and/or Internship Committee
- _____ Officially Register for the Internship Course in related field
- _____ Supervisor's Final Evaluation
- _____ Student's Final Evaluation
- _____ Internship Completion Verification Form signed by supervisor
- _____ Internship Journal (needed for portfolio)
- _____ Completed Portfolio
- _____ Final – Presentation of Internship

APPENDIX

A

- Sample Resume
- Sample Letters
- Interview Questions
- Learning Journal
- Portfolio Requirements
- PowerPoint Presentation Outline

Sample Resume for an Internship (Suggested Form and Content)

May vary depending on Internship or Job type

Permanent Address

123 USA Street, Anywhere, AS 12345
(123) 456-7890 (cell)

School Address

Suite 9977 Truly Hall
Oakwood University
Huntsville, Alabama 35896

John C. Doe

John.doe@email.com

SUMMARY OF QUALIFICATIONS

Knowledge of and experience in Target Market Expansion, Web Marketing and Advertising, and Computer Assisted Graphic Design

EDUCATION

B.A., Business Administration and Computer Science 1973 - 1977
Southridge State University, Southridge, SC
G.P.A: 3.85

SKILLS/ACADEMIC PROFILE

Microsoft Office: Word, Power Point, Excel; Adobe CS3 Suite, Outlook, Access, People Soft, XBRL
Related Course Work: Principles of Marketing, Sales Marketing, Marketing Research, Consumer Behavior, Business Law, Business Ethics, and Global Business

EMPLOYMENT HISTORY

National Sales Manager 1990 - 1994
Arbor Shoe, Southridge, SC

- Increased sales from \$50 million to \$100 million.
- Doubled sales per representative from \$5 million to \$10 million.
- Suggested new products that increased earnings by 23%.

District Sales Manager 1985 – 1990
Ferguson and Bardell, Southridge, SC

- Increased regional sales from \$25 million to \$350 million.
- Managed 250 sales representatives in 10 Western States.
- Implemented training course for new recruits – speeding profitability.

Senior Sales Representative 1980 – 1984
Duffy Vineyards, Southridge, SC

- Designed and implemented marketing web program.
- Tripled division revenues by utilizing the marketing web program.
- Trained and assisted sales team in the utilization of the web program.

COMMUNITY ACTIVITIES

American Red Cross Volunteer, Millennium Nursing Home & Rehabilitation Center Volunteer, Volunteer Income Tax Assistant Program (VITA)

REFERENCES

Available upon request

Your Name
Your Street Address
City, State, Zip

Today's Date

Mrs. Jane Doe
Manager
Jane Doe Associates
123 ABC Street
Anywhere, USA 11111

Dear Mrs. Doe:

Your policy concerning employee upward mobility for those who are hard-working and “get things done” greatly interests me. I would like to become a team member of your firm.

My education, internship, and part-time experiences provide me with marketing skills which could be beneficial to your organization. Some of my major accomplishments include:

- Creating window displays for one of the largest department stores in the Memphis, TN area. These displays received special commendation from top management.
- Supervising a 10-member sales staff, zeroing in on human development skills.
- Focusing on customer needs with special emphasis on effective public relations.
- Conducting an inventory in a responsible manner.

The attached resume details my objective, education, experience, and avocations. As a soon-to-be graduate right out of college, I have researched some of the latest techniques used in retailing and marketing.

Please Call (256) 123-4567 or contact me at the address shown above to let me know when I can come for an interview. I will be happy to meet with you at your convenience.

Sincerely,
(Signature)
Your Name

Enclosure

Sample Letter of Refusal for an Internship (Suggested Format and Content)

If you have been offered an internship by more than one organization, it will be necessary to choose one and accept the position. At the same time, it will also be necessary to inform the organizations whose internships you do not accept that you will not be interning with them. The most appropriate way to do this is by letter. The following is a sample and should be modified to suit your particular situation.

Your Name
Your Street Address
City, State, Zip

Today's Date

Mr. John Doe
Manager
Jane Doe Associates
123 ABC Street
Anywhere, AS 11111

Dear Mr. Doe:

Thank you for your April 7 letter offering a position as Marketing Intern for your firm. Your offer is greatly appreciated.

In searching for an internship that matched my career objective, I applied to several internships (yours one of them) with whom I felt my skills and talents would be beneficial. Since my expertise is mainly in the area of market analysis and I have been offered a position with another firm where the internship is centered in this area, I have decided to accept a position with this other company.

Mr. Doe, thank you for the confidence you have expressed in me. I sincerely appreciate your taking the time to consider me and wish your firm the best in filling that position

Sincerely,

(signature)

Your Name

Sample Interview Questions

1. Tell us about yourself.
2. Do you prefer to work independently or as part of a team?
3. What do you see yourself doing five to ten years from now?
4. What do you know about our company?
5. Why do you think we should hire you?
6. List three of your most important/proudest accomplishments.
7. What kind of work environment do you prefer?
8. What motivates you? Also, have you used these motivators with others?
9. How are you qualified for this job?
10. What supervisory or management experience have you had?
11. How would you characterize your supervisory style?
12. The person in this position needs to be innovative and proactive. Can you describe some things you have done to demonstrate these qualities?
13. How would you rate your communication skills and what have you done to improve them?
14. What else besides your school and job experience qualifies you for this job?
15. While this position involves some specific skills (language, computer, administration, etc.), it is more of a generalist position. How do you feel that your background fits into this?
16. What are the personal characteristics and qualities that you would bring to this position that would be particularly helpful in fulfilling the responsibilities of this position?
17. What professional groups are you a member of, and how active have you been in those groups?
18. What appeals to you about this position and/or this company?
19. What are some of the things on your jobs that you feel you have done particularly well?
20. What does success mean to you? How do you judge it?
21. Who or what in your life would you say influenced you most with regard to your career objectives?
22. What types of pressures do you experience on your current job? How do you cope with pressures?
23. What is the hardest decision you had to make in your life whether it was professional or personal?
24. Describe a time when you were under pressure to make a decision. Did you react immediately or take time in deciding what to do?
25. How do you react when you see co-workers disagreeing? Do you become involved or hold back?
26. Do you prefer to have a job in which you have well laid-out tasks and responsibilities, or one in which your work changes on a frequent basis?
27. What types of experiences have you had in dealing with difficult customers?
28. Describe a problem person you have to deal with. What did you say or do?
29. What important goals have you set in the past, and how successful have you been in working toward their accomplishments?
30. How would you describe yourself?
31. Describe your most rewarding experience.

32. If you were hiring someone for this job, what qualities would you look for?
33. How did you organize your work in your last position? What happened to your plan when emergencies came up?
34. Are you a person who likes to “try new things,” or “stay with regular routines”? Give an example.
35. What would you do if your staff comes to work late regularly?
36. What was your greatest working achievement?
37. Tell of a time that you missed an obvious solution to a problem.

Learning Journal

As an intern you are required to maintain a daily or weekly journal of the knowledge gained in the work-related environment, citing specific experiences as they relate to conceptual, technical, and human skills. Maintaining a journal will make it easier for you to recall and report on your daily or weekly work experience. In addition, it will help you gain the most from your experience.

It is suggested that you secure a spiral or otherwise bound notebook for this purpose. For each day or week “on the job” record the following:

1. The date and hours you worked
2. The activities you completed
3. The name of your supervisor of those activities
4. A brief description of what you learned this day or this week.
5. Comments about the positive and negative aspects of that day’s activities. For example, you might want to record what bothers you today and what you are going to do about it today.

It is important that the you are completely honest in the appraisal of the activities and the learning that are accomplished each day. It is also important that you keep your journal current, i.e., write down things on the day they occur – otherwise they won’t make sense or be useful.

To ensure quality and professionalism in your portfolio, the journal should be retyped and submitted in Microsoft Word format and included in the portfolio in its own headed section.

Portfolio

Student interns are required to compile an internship portfolio with the following items:

1. Current Resume
2. Literature from the employing company
3. An organizational chart of the company or department
4. Written goals of the internship by the organization
5. Three photos of the physical setting (workstation, department, organization site)
6. Diplomas, certificates, or awards earned (Bonus)
7. Two letters of reference from your place of employment
8. Examples of completed work (such as a self-designed computer printout, training manual, or PowerPoint presentation. Supervisor may submit letter of work completion if actual document copies are not applicable)
9. Learning Journal
10. Completion Verification Form or employer letter of verification of hours worked as intern. (HR Department or Payroll)
11. Written goals/specific objectives related to internship outcomes.

It is important that the intern include all the above items to receive proper credit for their internship.

PowerPoint Presentation Outline

Student interns may be required to give a PowerPoint presentation on their internship before the following: Coordinator, Faculty and Internship Committee.

The presentation should include the following items:

1. Title page
2. Interns introduction
3. Introduction of the employing company
4. Organizational chart of the company or department
5. Goals of the internship
6. Skills learned
7. Conclusion or overall assessment

It is important that the intern understand that this is a formal presentation and proper dress attire is required. Presentation should not exceed twenty (20) minutes.

APPENDIX

B

SAMPLE FORMS

- Internship Learning Agreement
- Internship Application Form
- Intern Performance Evaluation
- Intern's Evaluation
- Internship Completion Verification Form
- Journal
- Internship Checklist
- Internship Confirmation Agreement
- Internship Grading Criteria and Scale

Internship Learning Agreement

An Oakwood University internship is a planned, work-learning experience for academic credit. This agreement, written by the student in consultation with the Internship Coordinator and the on-site work supervisor, clarifies the educational purpose of the internship. (All fields should be completed)

Full Name: _____
(Last) (First) (Middle)

ID No.: _____ Classification: _____ Internship Semester: _____ Year: _____

Email: _____

University Address: _____ Mobile: _____

Home Address: _____

If completing a summer internship, indicate which semester you wish to receive credit:
Fall Semester Spring Semester

Course No.: _____ Dept.: _____ Credits: _____

Major: _____ Internship Title: _____

Employer: _____ Dates: _____ - _____ in year _____

Address: _____
(Street) (City) (State) (Zip)

Work Supervisor Title: _____

Work Schedule: _____

Compensation: (Check One)

- _____ Unpaid
_____ Paid (Amount \$ _____ hourly/weekly/stipend)
_____ Other _____

NOTE: YOU MUST COMPLETE AT LEAST 150 HOURS AT THE WORKSITE TO RECEIVE 3 CREDITS FOR THE INTERNSHIP!



Oakwood University
 Business & Information Systems Department
 Internship Program
 7000 Adventists Blvd., Huntsville, AL 35896
 256.726.7070 Fax: 256.726.7085

INTERNSHIP APPLICATION FORM

Name of Student (Print) Last First Classification Major

Position applying for: _____ Company Name: _____

Mailing Address: _____
 Department Street/PO City State Zip

Contact Person: _____ Intern Supervisor: _____

Telephone: _____ Fax: _____ Email: _____

Please check one of the following: Fall Semester Spring Semester Summer

Hours per week: _____ Starting Date: _____ Ending Date: _____

Type of remuneration: (include the amount)

Salary _____ \$/Hour _____ Stipend _____ Scholarship _____

Qualifications: (Academic major, classification, GPA, and skills)

Duties:

List of three (3) learning objectives students will accomplish during his/her internship experience:

Date: _____

Approved By: _____
 (Internship Coordinator)

When form is completed, please send (via fax or regular mail) to the address listed above.

Thank you for considering Oakwood University business students.



Oakwood University
Business & Information Systems Department
Internship Program
7000 Adventists Blvd., Huntsville, AL 35896
256.726.7070 Fax: 256.726.7085

INTERNSHIP COMPLETION VERIFICATION FORM

This is to verify that _____ has completed an on-site
(Name of Student)
internship at _____ totaling _____ hours.
(Name of Organization)

The internship began on-site on ___/___/___ and was completed on-site on
___/___/___.

Name of Supervisor

Title

Signature

Date

Business & Information Systems Department
Oakwood University
7000 Adventists Blvd.
Huntsville, AL 35896
Phone: (256) 726-7070 Fax: (256) 726-7085

INTERN PERFORMANCE EVALUATION

Student Intern: _____

Internship Site: _____ Internship Period: _____

Evaluator: _____ Phone No.: _____
 (Name) (Title)

O = Outstanding G = Good A = Average M = Marginal U = Unsatisfactory

O	G	A	M	U		O	G	A	M	U	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>DEPENDABILITY</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>SELF-MANAGEMENT</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attends regularly and is punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintains professional manner and appearance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completes projects by specified deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manages time and resources effectively
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consistently produces quality work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Makes informed decisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>ATTITUDE</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seeks further guidance when appropriate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is flexible and willing to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sets realistic goals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accepts and makes constructive use of criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is courteous and friendly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>LEARNING</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>RELATIONSHIPS</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates skills needed for assigned tasks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Works effectively with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applies classroom knowledge to the job
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Works effectively with co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understands company norms/expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Works effectively with the public/customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>OVERALL PERFORMANCE</u>						
					Please rate the intern's overall performance						

1. What were the intern's strengths? In what areas could the intern improve, if any?

2. How has the intern met the objectives stated in the learning agreement?

3. Please make any other comments regarding the intern's performance.

Evaluator: _____ Student: _____

Signature

Signature

SAMPLE

Intern's Final Evaluation



Oakwood University
 Business & Information Systems Department
 Internship Program
 7000 Adventists Blvd., Huntsville, AL 35896
 256.726.7070 Fax: 256.726.7085

Please evaluate your internship experience. This will not be shared with your employer or sponsor. It is intended only to aid in the coordination of future internships.

Intern Information

Intern's Name	Semester
Major (s)	Student ID No.
Sponsoring/Organization	Internship Title
Supervisor's Name	Hours Worked Per Week
Compensation \$ Hourly	\$ Stipend
	\$ Scholarship <input type="checkbox"/>
	Course Credit Only <input type="checkbox"/>
Internship Coordinator's Name	How often did you meet or communicate?

What impact did your internship experience have on your personal, academic, and/or career development?

Were you able to relate your academic studies to any aspect of your internship experience? If yes, how? If not, why?

	Extremely Useful	Very Useful	Useful	Somewhat Useful	Not Useful	Doesn't Apply
Pre-Internship Seminars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internship Handbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on any of the above items. Your honest reactions and suggestions make a difference in future improvements.

Overall effectiveness of the Internship Program:

- Excellent
 Very good
 Good
 Fair
 Poor

Your Feedback to Other Students

Intern Information

Employer	Supervisor
Internship Title	Semester/Year

Describe your basic tasks and accomplishments during your internship.

What were the best aspects of your internship?

If you could change your internship experience in any way, how would you change it?

What type of person would benefit most from this type of experience?

Overall rating of your internship supervisor.

Excellent	Very Good	Good	Fair	Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Overall rating of the quality of your internship responsibilities and/or projects.

Excellent	Very Good	Good	Fair	Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Journal Entry

Month of: January 20XX

Week of: January 1 – 6, 20XX

January 1, 20XX

January 2, 20XX

January 3, 20XX

January 4, 20XX

January 5, 20XX

January 6, 20XX

BA492 – Business Internship
Business & Information Systems Department

Name of Student Intern: _____

Name of Internship Site: _____

INTERNSHIP CHECKLIST		
INTERNSHIP REQUIREMENTS	Completed	Not Completed
Career Goals		
Career Objectives		
Organizational Chart – Intern’s role in the Organization		
Resume		
Literature from the company		
Internship Goals		
Picture of Physical Layout		
Examples of Work		
Written Journal		
Oakwood’s Preparation		
Outcomes of Internship		
Two Letters of Recommendation (from the employer)		
Summary Paper		
Evaluation of Internship Supervisor		

Final Grade for Internship: _____

Semester/Year: _____

Signature of Internship Coordinator: _____ **Date:** _____



OAKWOOD UNIVERSITY
THE DEPARTMENT OF BUSINESS & INFORMATION SYSTEMS

INTERNSHIP CONFIRMATION AGREEMENT

Please place your initial by each statement confirming that you have read and understand the requirements to participate in an internship for credit.

Initial

1. _____ I understand that I must have junior status and be in good standing in order to participate in an approved Internship.
2. _____ I understand that I must pass the English Proficiency exam in order to participate in an Internship.
3. _____ I understand that I must complete the prerequisites in my area of concentration before participating in an Internship.
4. _____ I understand that no credit will be awarded for previously completed internships without departmental approval.
5. _____ I understand that I must attend Internship Seminars prior to receiving credit for and Business Practicum.
6. _____ I understand that the internship must be approved by the Internship Coordinator and must be in my area of concentration.
7. _____ I understand that a minimum of 150 hours is required to receive three (3) credit hours for the internship.
8. _____ I understand that I may not work directly with a parent or a relative at an internship site.
9. _____ I understand that I may participate in either a paid or unpaid internship, with the understanding that the decision to pay or not is left to the sponsoring organization.
10. _____ I understand that I must fill out an application prior to participating in an Internship.
11. _____ I am acknowledging that I have received, read, and understand the information contained in the Student Internship Handbook.

Signature of Intern

Date

Signature of Internship Coordinator

Date

Oakwood University
Department of Business and Information Systems
BA 492 Internship

Internship Coordinator: _____

Method of Evaluation and Grading Scale

Grade Evaluation Distribution of Points (Maximum Points: 150)

- 140 – 150 = A
- 135 – 139 = A-
- 132 – 134 = B+
- 125 – 131 = B
- 120 – 124 = B-
- 117 – 119 = C+
- 110 – 116 = C
- 0 – 109 = F (Repeat Internship and/or Portfolio)

Supervisor Evaluation (Maximum Points: 100/67% Grade)

- 1. Excellent Evaluation (100 Points) _____
- 2. Very Good (90 Points) _____
- 3. Good (80 Points) _____
- 4. Average (70 Points) _____
- 5. Below Average (60 Points) _____

Portfolio Report (Maximum Points: 50/33% Grade)

- 1. Portfolio Requirements: Organization and Presentation (8 Points) _____
- 2. Written goal objectives related to internship outcomes (5 Points) _____
- 3. Journal of work experience (10 Points) _____
- 4. Current Resume (5 Points) _____
- 5. Employer Literature (3 Points) _____
- 6. Employer’s written goals of the Internship (3 Points) _____
- 7. Company/Departmental Organizational Chart (3 Points) _____
- 8. Picture of Company/Department Work Place (3 Points) _____
- 9. Two letter of reference from internship employment (5 Points) _____
- 10. Examples of: Completed work or Presentations (5 Points) _____
- 11. Bonus Items: Diplomas, Certificates, Award, etc (5 Points) _____

Student Name: _____

Supervisor Evaluation Date Received: _____

Portfolio Date Due: _____ **Portfolio Date Received:** _____

Total Points Received: _____ **Internship Grade:** _____ **Instructor’s Initials:** _____