

**INTERNSHIP REQUEST FORM
DEPARTMENT OF MANAGEMENT**

Student Name: _____

Social Security Number: _____

Academic Major: _____

Course Number: _____ MGT 481 _____ MGT 780

Quarter (circle one): F W S Summer A B C 20 ____

Please complete the section below and attach a copy of your Internship Proposal as per the Section A guidelines provided on the Internship Procedures form.

Internship Employer (company name) _____

Supervisor's Name _____

Internship Starting Date _____

Credit Hours _____

Student Signature

Date

Internship Coordinator Signature

Date

Department Chair Signature

Date

INTERNSHIP PROCEDURES MGT 481/780

Section A: Obtaining and Registering for an Internship

You may choose to make arrangements on your own for a potential internship. If you choose this route, please make an appointment to talk with Ms. Cornor at 775-2559 before proceeding with the Internship Proposal. If she agrees that your internship opportunity has merit, please go to Step 4, which begins at the bottom of this page

To apply for an internship through the Department of Management:

1. Provide **both** a hard copy and an electronic version (in Word) of your resume to Ms. Jeanne Cornor, Internship Coordinator, 270 Rike Hall (jeanne.cornor@wright.edu), for circulation among potential internship employers.
2. Internship employers will review resumes, contact applicants for interviews and select interns for their organizations. **It is essential that you promptly return calls from prospective internship employers** (i.e., within 24 hours). Even if you have accepted another position or decided not to pursue an internship, please return the prospective employer's call. Your courtesy is very important, because it helps to perpetuate a positive impression of Wright State students with the employers.
3. Notify Ms. Cornor **immediately** when you accept an internship so she can remove your resume from the pool. It reflects poorly on the department and the university for us to send your resume to an internship employer if you are no longer looking for an internship.
4. Once you have been offered a position as an intern, prepare the Internship Proposal as specified on the next page: "Preparing the Internship Proposal." The Internship Proposal will generally fit on one typed page. Discuss the proposal with your internship employer and make any necessary changes so that both of you agree on the conditions for successful internship completion. You should complete the proposal and obtain approval from the Internship Coordinator, Ms. Cornor, ASAP after accepting an internship. You can start an internship at any time during the quarter but can only register for course credit at the beginning of a given quarter.

Please note:

The Internship Proposal MUST be reviewed and approved by the Internship Coordinator, Ms. Cornor, before students may register for internship credit. Allow a minimum of two working days for the review process.

PREPARING THE INTERNSHIP PROPOSAL
(Each proposal should contain these sections)

Identification. Place the following information in the upper left corner of your proposal:

- *Student Information* - Name, phone number, and e-mail address
- *Internship Employer* - Employer's company name, the supervisor's name, phone number, and e-mail address
- *Registration Information* - Quarter and year internship begins and the number of credits to be earned

Learning Objectives. State two or three broad learning objectives. Objectives begin with the word "to" (e.g., "to develop an understanding of the selection process in the workplace"). Learning objectives should reflect major course topics from MGT 304/MBA 750 (for management internships) or MGT 321/703 (for HR internships).

Implementation. This section describes the project(s), duties, assignments, etc., that you will perform for your internship employer. For example: (1) conduct job analysis interviews; and (2) write job descriptions. The activities you specify in this section should reflect the learning objectives you identified in the previous section. **Also, you must indicate the minimum number of hours per week you plan to work for the internship employer.** Please note: except in rare cases, all internships are four-hour classes, which means you should spend at least 12 hours per week on the internship (see Section B).

Graded Work. You need to list these things as part of your proposal to indicate your awareness and acceptance of the grading criteria for the internship.

- 1) **Performance appraisal by internship employer.** The employer should use whatever appraisal instrument they use for full-time employees in comparable jobs, and you should attach the form to your proposal. If no instrument is available, the employers should specify the appraisal criteria they plan to use in evaluating your performance as an intern, and you should list those criteria here.
- 2) **Journal** (see Section B for details)
- 3) **Final paper** analyzing journal data and internship experience in terms of the Learning Objectives (see Section B for details).
- 4) **Your reaction** to your internship employer's appraisal of your work.

Signatures. Provide signature and date lines for your internship employer and for yourself.

Approval. The Internship Proposal **MUST** be reviewed and approved by the Internship Coordinator, Ms. Cornor, before students may register for internship credit. Allow a minimum of two working days for the review process.

- Submit your Internship Proposal to the Internship Coordinator, Ms. Jeanne Cornor, for review and approval.
- After your Proposal is approved, fill out the Internship Request Form and have your internship employer sign it as well as your Proposal.
- Then give the Form and the Proposal back to Ms. Cornor. She will approve you to register for internship credit (MGT 481/780). You then register for the course via ROX.
- Finally, send your internship employer a copy of your approved Internship Proposal and of your Internship Request Form.

Section B: Requirements for Completing an Internship

1. Complete a minimum of **120 hours of internship activities** (i.e., 110 hours of employment for your internship employer, and 10 hours of written work (e.g., journal, final paper)).
2. Maintain a **journal** on a daily basis throughout your internship. Use the journal to:
 - document the time you spend on the internship each week (i.e., a time log)
 - describe your daily internship activities
 - discuss your activities in terms of your learning objectives on a weekly basis (i.e., at the end of each week, review your activities and discuss them in the journal in terms of what you have learned relative to the learning objectives specified in your proposal).
3. At the end of the fifth week of your internship, hand in a typed copy of your journal to the Internship Coordinator for review. The journal entries will be evaluated in terms of the degree to which you have successfully related your internship activities to the appropriate course concepts. This will be returned to you one week later, with feedback and if needed, guidelines for improvement and revision in the discussion sections.
4. Upon completion of your internship, write:
 - **a short paper** (4-6 double-spaced pages) analyzing your internship experience in terms of relevant concepts covered in either MGT 302/MBA 751 (for management internships) or MGT 321/MGT 703 (for HR internships), and summarizing what you have learned relative to the field of management or HRM. This paper is a critical part of your internship because it demonstrates the integration of your learning objectives, your internship experience, and relevant course concepts.
 - **your reaction to the performance appraisal** conducted by your internship supervisor. Your supervisor at the company will conduct your performance appraisal at the end of your internship. This is a chance for you to comment both on the appraisal itself and on the appraisal process.

Hand in the paper, the performance appraisal reaction, and a typed copy of your journal to the Internship Coordinator. You will likely have revised the discussion section of the first half based on feedback from the department chair. Include the previous version and the comments made at the end of the fifth week by the Internship Coordinator with your final version. Also, your supervisor should send a written performance appraisal directly to the Internship Coordinator.

5. The Department of Management Chair will determine your grade for the internship based on:
 - the employer's performance appraisal of your work and
 - your description and analysis of your experiences (e.g., your journal, your paper, and your reaction to the performance appraisal).
6. If problems arise with your internship, contact the Internship Coordinator in the Department of Management at 775-2559.

Commonly Asked Questions about Internships

What if my internship starts in the middle of a quarter?

You follow the standard approval process and then register for the course the following quarter. For example, if your internship starts in February (halfway through winter quarter), and ends in May (halfway through spring quarter), you will register for and receive internship course credit spring quarter.

Do I have to work at my internship for 10 weeks?

No, in terms of the time frame for your internship, what is important is that you fulfill the minimum requirement for hours worked (110). For example, students have completed internships between fall and winter quarters and during five-week summer quarters by working a minimum of 22 hours for the employer per week (instead of the 11 required on a 10-week schedule).

What if my internship employer does not have a standard performance appraisal instrument?

He or she should write down several criteria by which your performance will be evaluated. Some sample criteria are:

- Quality of work contributions
- Quantity of work
- Attendance (including on-time performance)
- Initiative
- Effectiveness as a team member

Exactly when should my final paperwork be turned in?

As soon as it is complete. At the latest, on the last day of class in the quarter in which you registered for the internship class.

What if I have problems with my internship employer?

Contact the Internship Coordinator immediately. She can help you resolve the problems, but only if you let her know what they are. Even problems can turn out to be a valuable learning experience.

Can I receive internship credit for my current job?

Maybe. The purpose of the internship is to provide you with a new learning experience in management or HRM, so if you are about to undertake a new responsibility or set of duties that provides a new learning experience, it is possible to earn internship credit in your current job.

SAMPLE INTERNSHIP PROPOSAL (HR Management)

Student: John Doe, (937) 555-5555, john.doe@wright.edu

Internship Employer: ABC Corporation, Dayton, OH
Ms. Jane Smith (Department Supervisor)
(937) 555-5556

Registration Info: Winter 2004, 4 credit hours

Learning Objectives *[Note: you might have more than two objectives. These two are acceptable because they directly reflect major course topics from MGT 321/703: recruitment and selection, which are key functions in human resource management.]*

- To develop skills for effective recruitment
- To learn and practice effective selection skills

Implementation (120 hours: 11 hours per week on the job and one hour on written internship requirements) *[Note: Your implementation items may need more explanation than these examples. These are acceptable even though they are short because they directly reflect the Learning Objectives.]*

- Assist Ms. Smith in developing a more effective recruitment strategy for ABC Corporation
- Conduct initial evaluation of applicants
- Conduct screening interviews

Graded Work

- Performance appraisal criteria: ABC Corp. instrument attached
- Journal
- Final paper analyzing journal data and internship experience in term of the Learning Objectives
- Reaction to internship employer's performance appraisal

Signatures

Jane Smith, Supervisor

John Doe

Date

Date