



Student Name: _____

Semester/Year: _____ Fall ___ Spring ___ Summer ___

(Separate packets needed for each semester/session)

Dept. of Business
Administration

Internship Package Cover Sheet
BUS 390 – Internship in Business
(To be completed by supervising faculty member)

PLEASE READ THE ATTACHED INTERNSHIP PROGRAM STUDENT INSTRUCTIONS

All items listed below must be attached to your internship packet before submitting it to the Department of Business Administration – Room 233. Forms are located at <https://www.kutztown.edu/DBAInternships>

- _____ Internship Request form to be processed by Registrar
- _____ Student’s resume
- _____ Signed Employer Confirmation Form **must be completed electronically**
- _____ Printed job description either from KU Career Network or the employer
- _____ If the company/position is not listed on the pre-approved list, a Kutztown University Internship Agreement **must be completed electronically**
- _____ Student’s unofficial transcript (provided by internship faculty supervisor)
- _____ BUS 390: Internship Assessment Agreement form

PLEASE DO NOT SUBMIT AN INTERNSHIP APPLICATION PACKAGE UNLESS ALL ITEMS LISTED ABOVE ARE COMPLETED, SIGNED & ATTACHED

Will student have completed 60 credits by start of internship? _____ YES _____ NO

As of now, student has met all academic requirements.
(2.0 GPA in the major and a 2.0 GPA overall; **completion of 21 credits in business**) _____ YES _____ NO

If student does not meet the above academic requirements, is the student currently enrolled in the appropriate course(s)? _____ YES _____ NO

Has the student had an employment relationship with the company where the internship placement is going to be? _____ YES _____ NO

If YES, on a separate sheet describe how the job duties will be substantially different.

I hereby certify that the required information is included and complete and agree to abide by the current internship policy document:

Faculty Supervisor Signature: _____ Date _____

Business Administration Department Chair Signature: _____ Date _____



The Department of Business Administration Internship Instructions

These instructions and links to forms can be found at www.kutztown.edu/DBAInternships

The Department of Business Administration Internship Program is designed to enhance the student's formal academic education by creating an arena for the practical integration of knowledge. The internship experience provides students the opportunity to test skills and knowledge via exposure to an actual institution, a non-profit or commercial enterprise. Students benefit both personally and professionally from the expanded perspectives provided by the professional supervisor and the guidance of the faculty supervisor.

QUALIFYING FOR INTERNSHIP CREDIT

Internship qualifications:

- Have, or will have, 60 credits completed by the beginning of the term in which the internship will occur
- Have, or will have, 21 credits in Business Administration by the beginning of the term in which the internship will occur
- Have, or will have, a QPA of 2.0 or better in your major
- Have, or will have, an overall QPA of 2.0 or better

Internship policies:

- Complete at least 150 internship work hours and successfully complete the internship assignments
- Internships are graded on a pass/fail basis
- Students may qualify for up to two internships (no more than 3 credits each).
- If doing two internships, the second internship can only be with the same company if the job responsibilities are different from one another

FIND AN INTERNSHIP

To find an internship, visit [Handshake](#) at the Career Development Center, or use your own network and connections.

GENERAL INSTRUCTIONS

Once you have accepted an internship position, you should:

1. Check to see if the organization is listed on the [Internship Agreement Listing](#). If the organization is **not** listed the employer must complete the Kutztown University Internship Agreement. The agreement must be typed (do not hand-write), printed and signed by the employer and given to you to be submitted with the internship packet.
2. Contact the employer to complete the Employer Confirmation Form. The agreement must be typed (do not hand-write), printed and signed by the employer and given to you to be submitted with the internship packet.
3. Select your faculty supervisor. The faculty supervisor will ensure your internship application packet is complete, work with you during your internship, set expectations for reporting on your internship, evaluate your submitted work and assign the grade for your internship.

Completed Internship packets must include:

1. All items listed below must be attached to your internship packet before you submit to your faculty supervisor for approval: All forms can be found at www.kutztown.edu/DBAInternships
 - [Internship Cover Sheet](#)
 - [Internship Request form](#)
 - Your current resume ([resume help](#))
 - [Employer Confirmation form](#)
 - Internship job description either from KU Career Network or the employer
 - [Kutztown University Internship Agreement](#) (if needed)
 - Your current transcript (from myKU)
 - [BUS 390: Internship Assessment form](#)
2. You must review the information and application with your faculty internship supervisor. Submit completed and signed packets to the Department Office (DF 233) or via email at bsba@kutztown.edu.

Please Note:

- The complete packet will be reviewed by the DBA Internship Committee, which must approve all for-credit internships. The internship will not count for credit without the committee approval. The Internship Committee Approval process includes two elements: Approving the internship position as appropriate for course credit, and approving the internship applicant as meeting the requirements of BUS 390. (Incomplete packets will be returned to your faculty supervisor.)
- After your internship has been reviewed by the Internship Committee, the Committee forwards it to the Department Chair and Assistant Dean of the College of Business for their approval.
- The Department Office will send you an email informing you whether or not the internship has been approved. Once the internship is approved, the Internship Request form is forwarded to the Registrar's Office who will add the BUS 390 course to your schedule. You must complete any schedule adjustment changes (if necessary) after the internship has been added to your schedule.

TUITION AND FEES

Credits for BUS 390, when added to student account:

Your invoice notification will direct you to MyKU to view your invoice and the due date for payment. For more details, please visit [student accounts](#).

For Summer Session Internships, per University policy:

“Students registering for these special types of instruction must comply with the registration deadline date for the session in which they are taking the course. The deadline is Wednesday of Week 1 of either Summer Session. Once the course is properly submitted and added to the student’s schedule, a bill will be generated and mailed to the student for payment of tuition”.



Registrar's Office

Internship Request

Completed form must be submitted to the Registrar's Office with all **required signatures** no later than the end of the first week of the semester.

Please check one: Graduate/Post Baccalaureate Certification Student Undergraduate student

Indicate the **Year** for the request below: _____

Indicate the Semester or Session: Fall Spring Summer I Summer II Summer 10 Weeks

The below named student has permission to take an Internship. Is this a paid Internship? Yes No

This form must be turned in with the appropriate signatures at the time he/she selects courses for a given semester.

Student's Name: _____ Student's ID: _____

Home Address: _____

Student's Signature: _____ Date: _____

Expected Date of Graduation: _____ Semester _____ Year _____

KU E-Mail Address: _____ Phone#: _____ Cell Phone#: _____

COURSE REQUESTED:

PREFIX: _____ **NO.:** _____ **COURSE TITLE:** _____ **# of Credits:** _____

For Verification of Attendance purposes, please enter the course start, midterm and end date if different from those of the semester or session in which it is being taught. Form will be returned if dates are not included.

Start Date _____ Midterm _____ End Date _____

Sponsoring Organization / Organization's Website Address/URL

Address / City, State, Zip Code

Industry / Organization's Phone Number

INTERNSHIP: Signatures required for internships include the department chairperson, professor and that of the Dean of the appropriate College. (Dean of appropriate College refers to the Dean of the College in which the course is taught. For Graduate students and Post Baccalaureate Certification students, the signature of the Dean of Graduate Studies is also required.)

PRINT Professor's Name / Professor's Signature / Date

Dept. Chairperson's Signature / Date / Dean of College's Signature / Date

Dean of Graduate Studies' Signature / Date

DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.

Course Prefix / Section / Class No. / Credits / Professor's Name

Date Entered: _____ Please add this course to the schedule for the _____ Semester/Session.
Rev. 02/18



Department of Business Administration

EMPLOYER CONFIRMATION FORM

(For Business Internships)

This is to confirm that _____ has obtained an internship with _____, working _____ hours per week for _____ weeks (student must complete at least 150 internship hours).

We need confirmation that you have obtained a business internship. Please have your supervisor fill in this form and return it to the Department of Business Administration, at bsba@kutztown.edu.

(PLEASE PRINT)

1. Internship Position/Title: _____

2. Internship Supervisor: _____

Phone: _____ E-mail: _____

Signature: _____

3. Company Website: _____

- **Please return this form to the student so it can be turned in with the completed packet.**
- **Alternatively, an email containing all of the above information can be sent by the supervisor from the company's official email to the student for submission as part of the packet.**

Internship Agreement

This agreement establishes the relationship between **Kutztown University of Pennsylvania** (referred to as the “University”), an educational institution in the State System of Higher Education, Commonwealth of Pennsylvania and _____ (referred to as the “Organization”),

_____, _____, _____, _____.

The University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this agreement, the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students. Both parties agree to the following:

I. Duties and Responsibilities of the University

1. The University will be responsible for internships that are conducted during a regular academic semester(s) or scheduled summer term(s). The University and the organization agree to schedule the internship hours to mutually benefit all parties involved.
2. The University shall certify eligibility for students registering internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the advertised internship and departmental requirements for participation.
3. The University determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The University establishes a grading system and criteria to earn the grade upon completion of the internship.
4. The University will assign a faculty member to monitor and evaluate the student’s performance during the internship. The University will assume all costs associated with faculty supervision of the intern.
5. The University, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
6. The University agrees to advise students of any known policies, procedures, and requirements of the internship as specified by the Organization.
7. The University, at the beginning of the internship term, will inform the Organization of course requirements such as the intern’s attendance at meetings/seminars or activities that may take the intern away from the assignment.
8. The University may request termination of the internship placement for any student not complying with University guidelines and procedures for the internship program, as long as the Organization has been notified in advance.

9. The Organization understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§8521, et seq

II. Duties and Responsibilities of the Organization

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The University will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the University of such changes.
2. The Organization agrees to notify the University of all selection criteria and any requirements of the selection process including but not limited to background investigations, drug testing, health screenings etc.
3. The Organization selects interns based on the Organization's needs and preferences.
4. The Organization determines the schedule that the intern will maintain on premises. The total scheduled hours will comply with standards established by the University for the award of credit hours. The minimum internship is 120 hours for a semester or summer term.
5. The Organization, at the beginning of the internship, determines the amount of compensation, if any, received by the intern. The Organization will inform the University if interns will receive an hourly wage, stipend or will serve in a non-paid capacity.
6. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will also provide orientation, training, supervision, and evaluation of the intern.
7. The Organization shall provide all reasonable information requested by the University on a student's internship performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Organization
8. The Organization agrees to make every possible accommodation to the University's request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend university required internship meetings/seminars during the internship.
9. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the University has been notified in advance and a satisfactory resolution cannot be obtained.

III. Mutual Terms and Conditions

1. This Agreement will last for 5 years from the date of the final signature below. Either the University or the Organization may terminate this agreement with 90 days notice. Should the Organization wish to terminate the agreement prior to the completion of a semester/term, any student intern(s) will have the opportunity to complete their internship. In the event of a substantial breach, either party may terminate this agreement.
2. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, and national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
3. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
4. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
5. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims, or defenses, which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.
6. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing with the same formality as the original Agreement.

The authorized representatives of the parties have executed this Agreement as of the date indicated below.

Kutztown University of Pennsylvania

Company Name

Authorized Signature

Authorized Signature

Kenneth S. Hawkinson, President
Title

Title

EFFECTIVE DATE OF AGREEMENT: _____
(date of last signature)

Department of Business Administration

BUS 390: Internship Assessment Agreement

Below is the actual assessment language that is included in the BUS 390 Master Syllabus. This language was approved by the University Curriculum Committee and the President. This assessment must be followed by both the student and supervisor.

The internship is intended to be primarily a learning experience. Therefore, part of the structure of the internship requires the student to think about how the job at hand relates to the larger picture of business in general and to the business education that the student has received in the classroom. To that end, the following are required of all interns:

1. A journal that reflects the student's activities and experience each work day.
 2. A final report in narrative form which includes:
 - a. A summary of the student's activities and accomplishments during the internship;
 - b. A discussion of what the student learned about the business environment (for example: economic, competitive, demographic, legal, political, technological and global) during the internship;
 - c. A discussion of the firm's business model, including its strategy as the student understands it;
 - d. A reflection on what the student learned about leadership and management during the internship, including:
 - i. The organization's culture, and
 - ii. A description of what they did well and what they could do better and how;
 - e. A comparison of the work experience to the student's previous classroom experience, including:
 - i. How the student's classroom experience prepared him/her for the internship, and
 - ii. How the student believes the internship prepared him/her for future classes and employment;
 - f. A discussion of what the student learned about his/her career opportunities and expectations;
 - g. In addition to the written narrative, the faculty supervisor may require an oral report.
 3. Organization's supervisor evaluation:

The faculty supervisor shall obtain from the sponsor at the end of the internship a performance evaluation form, completed by the internship supervisor.
 4. The faculty supervisor will award a grade of pass/fail for an undergraduate internship based on the above.
-
-

By signing below I am aware of the requirements that must be submitted at the end of the internship:

Student Intern: _____

Date: _____

Faculty Supervisor: _____

Date: _____

Date supervisor submitted report for file: _____