

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.
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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: _____