Student Name: ________________________________
Semester/Year: Fall ________  Spring ________
Summer/Year: Session I ________ Session II ________
(Separate packets needed for each semester/session)

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 every internship application package before submitting it to the Department of Business Administration Chair, Dr. Roger Hibbs – Room 233A.

______ Official yellow Internship Request form to be processed by Registrar
______ Student's resume
______ Student's letter describing why he/she wants an internship
______ Company Information form with contact information
______ Company is registered with the Career Development Center and has posted the internship on KU Career Network.
______ Student's unofficial transcript (provided by internship faculty supervisor)
______ Photo copy or the original of 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 the lower division Business Core subjects with a 2.0 GPA; and declared major) ______YES ______NO

Did the student declare their major? ______YES ______NO

If it is necessary to meet the above academic requirements, is the student currently enrolled in the appropriate course(s)? ______YES ______NO

List core course(s) ____________________________________________________________

Has the student done a prior internship for academic credit at KU? ______YES ______NO

If YES, when ___________________ and with what company _______________________

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 ____________
REQUEST TO TAKE AN INTERNSHIP

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

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

Indicate the Year for the request below: _______ Year

Indicate Semester or Summer 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 by the student at the time he/she selects courses for a given semester.

Student’s Name_________________________________________________________________________Student ID #__________________________

Home Address____________________________________________________________________________

Student’s Signature________________________________________________________________________

Expected Date of Graduation __________ / __________

Semester Year

KU E-Mail Address __________________________Telephone # ___________ Cell Phone # ____________

COURSE REQUESTED: PREFIX_________ NO. __________ NUMBER OF CREDITS ________

Please enter the course’s 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 ____________ Midterm ____________ End ____________

_________________________________________________________________________________________

Sponsoring Organization Organization’s Website Address/URL

_________________________________________________________________________________________

Address City, State, Zip Code

_________________________________________________________________________________________

Industry Organization’s Phone Number

INTERNSHIP: Signatures required for internships are 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:

Date Entered _________ Please add this course to the Schedule for the __________________________ Semester.

_________________________________________________________________________________________

Course Prefix Section Class No. Credits Professor’s Name
KUTZTOWN UNIVERSITY
DEPARTMENT OF BUSINESS ADMINISTRATION

INTERNSHIP PROGRAM STUDENT INSTRUCTIONS

The Department of Business Administration Internship Program is designed to enhance the student's formal academic education by providing an opportunity for the student to test skills and knowledge via exposure to an actual institutional or commercial enterprise. This supervised experience provides an arena for the practical integration of knowledge during the formal learning process as well as an opportunity to acquire experience and knowledge beyond that available within the confines of the existing curriculum. Students benefit both personally and professionally from the expanded perspectives provided by the professional supervisor and the guidance of the faculty supervisor in evaluating this learning experience. Internships are graded on a Pass/Fail basis.

QUALIFYING FOR AN INTERNSHIP FOR CREDIT

You may qualify for an internship if you:

✓ Have, or will have, 60 credits completed by the beginning of the term in which the internship will occur
✓ Have, or will have, completed the business core with a QPA of 2.0 or better
✓ Have, or will have, an overall QPA of 2.0 or better
✓ Have declared a major

GENERAL INSTRUCTIONS

1. Instructions for processing are provided on the "yellow" Internship Application Form and in the Master Course Schedule Booklet. Internship application forms and instructions are available at the following location:

   • Department office: Business Administration – DF 233

2. Visit the Career Development Center Internships page at http://www.kutztown.edu/careercenter > 'For Students' > 'Internships' to help you get started.

   **Step 1: Prepare for an internship search**

   • Determine the skills and knowledge you have to offer an employer
   • Determine what you want to gain from the experience
     → What are my career objectives?
     → How will this internship help me further those goals?
     → What skills or knowledge do I want to gain?
     → Talk with your faculty advisor, a faculty member, or meet with a Career Development staff member to help you clarify the type of experience you would like to have.
   • Create/update your resume and cover letter (visit http://www.kutztown.edu/resumes for assistance)
   • Secure references
   • Prepare for interviewing

   **Step 2: Search for internship opportunities**

   • **KU Career Network** - primary online resource for preparing and connecting students and alumni with employers. http://www.kutztown.edu/KUCN
   • Visit the 'Internships' website (noted above) for comprehensive information on search strategies and resources (networking, Internship & Job Fairs, internship websites & posting boards, employer websites, Chamber of Commerce websites)

3. Once you have decided on a type of internship, you should select your faculty supervisor of the internship. This is the person who will make sure your internship application packet is complete, work with you during your internship, set expectations for reporting on your internship, and submit the grade for your
4. When you have secured an internship, ask the organization to complete the online registration process via KU Career Network. The organization should contact the Career Development Center through email at recruiting@kutztown.edu to receive further instructions (include ‘Business 390 Internship’ in the subject line).

5. **You must complete:**

   * Request to Take an Internship (yellow form)
   * Double-spaced one-page essay explaining why you want this internship and why it is important to your career plan.
   * Your current resume (visit www.kutztown.edu/resumes for assistance)
   * BUS 390: Internship Assessment Form with faculty supervisor.

6. The student must review the information and application with the faculty internship supervisor whom you have chosen. The internship supervisor and the department chair sign off on the forms. At this point, the internship application package should be complete, including all of the forms marked with an asterisk (*) above.

7. The complete packet along with the organization’s KU Career Network registration will be reviewed by the DBA Internship Committee, then forwarded to the Department Chair and Associate Dean of the College of Business for approval. Incomplete packets will be returned to the faculty supervisor.

8. The DBA Internship Committee 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.

9. After your internship has been approved by the Internship Committee, Kim Kilgus, DBA Secretary, will send the student an email informing you whether or not the internship has been approved. Once the internship is approved, the yellow registration form is forwarded to the Registrar’s Office and the student must complete any schedule adjustment changes at the Registrar’s Office.

10. **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. Please make sure you submit your entire application packet BY the due date.
    For more details, please visit the Bursar’s website at: http://www.kutztown.edu/admin/bursar/

**Please note, 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”.

**INCOMPLETE PACKETS WILL NOT BE ACCEPTED**
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 submits the steps outlined above: ________________
Department of Business Administration

INTERNERSHIP COMPANY INFORMATION FORM

All Internship Companies must register online through KU Career Network, if they are not already on the pre-approved list, which is located on the Internship Bulletin Board at DF 233. Please have the internship site contact the Career Development Center through email at recruiting@kutztown.edu to receive registration instructions. (include Business 390 Internship in the subject line)

(PLEASE PRINT)

1. Organization: ____________________________________________________________
2. Company Fax: __________________________________________________________
3. Internship Position/Title: ________________________________________________
4. Internship Supervisor: __________________________________________________
   Phone: ______________________ E-mail: _______________________________________
   Signature: __________________________________________________________________

For Committee Use Only:

The DBA Internship Committee utilizes KU Career Network (www.kutztown.edu/KUCN) to review this file for approval. Search by Company Name and then Internship Title.
Please email your vote to Kim Kilgus, Department Secretary.
DEPARTMENT OF
BUSINESS
ADMINISTRATION
INTERNSHIP APPLICATION
DEADLINES

SUMMER II 2015 INTERNSHIPS
DUE – June 22, 2015

FALL 2015 INTERNSHIPS
DUE – August 10, 2015

SPRING 2016 INTERNSHIPS
DUE – December 11, 2015