

Lewis-Clark State College
Business Division Internship Program

Guidelines for Eligibility

- You must be a Business Division major in good standing; you must have a 2.0 cumulative GPA *and* a 2.5 core/major GPA.
- You must be classified as a junior, senior, or member of a business student club.

Purpose of Internships

- Identify career paths
- Learn by experience in the workplace environment
- Apply classroom learning to the real world
- Network: make contacts in your chosen career field
- Enhance your resume

Procedure

1. You are responsible for contacting an agency and setting up your internship. Secure an internship contract form from your advisor. Make sure your advisor signs the release on the back page indicating that you are eligible and in good standing.
2. Together with the internship agency, complete the outer cover of the Internship Contract and the Work Plan; the agency project supervisor must sign the back of the contract and should keep a copy.
3. Bring the contract back to the Business Division to your faculty advisor and determine assignments, deadlines for assignments and evaluations, and number of credit hours. Your advisor must sign the contract. You should request a copy of this contract.
4. Your faculty advisor must sign your registration or add card. Take the card to the Registrar.
5. You are expected to report to your internship agency at the appointed times and to complete the work assigned in a professional manner.
6. Turn in all progress reports, supervisor evaluations, and assignments on time. Your grade is determined by your faculty advisor, based on the requirements of your internship and the results of your evaluations and assignments.

How many credits can I earn?

- 50 hours (approx) of supervised work, focused on so-site learning, equals 1 hour of academic credit.
- You can register for a minimum of 1 and a maximum of 12 credits.
- Up to 6 credit hours can count towards Business selectives; an additional 6 credit hours can be counted as general electives.
- Internships are graded Pass/Fail. “P” credit hours do NOT enter into your GPA, however, an “F” is calculated into both semester and cumulative GPA.

To be Completed by the Student

1. What do you want to learn from this experience? (Objectives)

2. How does this relate to your curriculum?

3. How will you incorporate this experience into your career goals?

To be Completed by the Supervisor

1. What results do you want the intern to produce?
2. What skills will the intern have the opportunity to develop?
3. What professional contacts will be available to the intern?

Approvals: The signatures below indicate that these individuals have read the contract and approve it as an appropriate internship experience.

_____ Date

Agency Head or Project Supervisor

_____ Date

Internship Faculty Advisor

After obtaining the above signatures, you must register for AC 494 or BUS 494. Use the Add/Drop Form and have the Internship Advisor initial and sign. Be sure to get the Division stamp on your signed form before going to the Registrar's office.

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Course Number - AC 494 or BUS 494

Credit Hours _____

The final grade will be pass/fail and will apply as elective credit only.

_____ Date

Student Signature

_____ Date

Division Chair Signature

5. Was a written report or publication required by the internship? If yes – has the report been completed and submitted?

6. Would you envision sponsoring interns in the future?

If yes, what period – Fall Spring Summer Continuously.

7. Would you recommend the internship program to other agencies? If yes, could you suggest any division in your own agency, or other agencies that may be interested.

8. Additional comments:

Intern signature

Date

Supervisor signature

Date

*Lewis-Clark State College
Business Division Internship*

Final Progress Report

Due Date _____

Intern Name _____ Supervisor _____

Agency _____

1. Did you fulfill your work objectives?
2. What has been your most significant accomplishment or satisfying moment during the work experience?
3. What significant contribution do you believe you have made to the agency?
4. If there has been a frustrating aspect of the job or a significant failure, what is it?
5. Would you be willing to work in a similar agency in the future? Why/why not?
6. How did your work experience relate to your past academic experience?

7. What classes have you taken which you believe were useful?

8. What classes that you haven't taken do you think would have been useful?

9. Would you recommend this internship to another student?

Intern signature

Date