5/3/2018

Internship Guidelines

Introduction

For students in the School of Business and the School of Computing and Informatics, an internship can provide an inside look at a company, its management and employees, policies and procedures, and overall operations. Some internships may be paid although most are not, but the experience gained can be invaluable for future employment.

General Requirements

In order to be considered for an internship, a student must have completed certain classes within their chosen degree program, be in good standing with the College, and have a grade point average of at least 2.5 on a 4.0 point scale. An application must be completed and be approved by the appropriate program chair before the process of placement will proceed.

It is possible to earn one to three hours of credit, depending on the amount of hours the student is willing and able to work at the host company. Fees assessed will be based on the College's tuition rate at the time of the internship.

Each program within the School of Business and School of Computing and Informatics will have its own requirements that must be met during the time the student is actively working in an intern capacity. At a minimum, students will be required to keep a weekly journal utilizing Blackboard and will be subject to two evaluations by the intern's supervisor during the semester.

Student interns must be committed to the successful completion of the internship and represent the College, their programs, and themselves in a professional manner at all times. The host companies are allowing students to be a part of their organizations for a short time as a benefit for the students.

Program Requirements

Accounting: 30 credit hours including ACCT 101, BUSN 101, ENGL 111, COMM 101, OFAD 218, BUSN 201 and program advisor approval.

Business Administration: 30 credit hours including BUSN 101, BUSN 105, MKTG 101, ENGL 111, CINS 101, COMM 101 and program advisor approval

Office Administration: 30 credit hours including OFAD 103, OFAD 119, OFAD 116, OFAD 121, OFAD 216, OFAD 218 and program advisor approval

School of Computing and Informatics: 30 credit hours including INFM 109, NETI 105, ITSP 135, DBMS 110, SDEV 120 and program advisor approval.

Application Process

Once the required classes have been completed, the student may apply for an internship. Applications can be obtained from the program chairperson and, once completed, returned to that person. After reviewing the application, the program chair will schedule a meeting with the student to discuss the assignment of an internship.

Internship Sites

The School of Business and School of Computing and Informatics will build and maintain a list of local organizations that have agreed to host student interns. Students are encouraged to study the list and determine which company will best suit them and their desired career goals. Factors to consider when selecting a company are the student's area of interest, the hours required, and the proximity of the student to the host company. For instance, a student interested in marketing should choose a company where he/she will have an opportunity to learn more about that specialty and see it in action.

Every effort will be made to match the student with her/his first choice of intern host, but there can be no guarantees.

Paid Versus Unpaid Internships

Department of Labor Fact Sheet No. 71 provides a six-part test to help determine whether interns working for "for-profit" private sector employers are exempt from paying minimum wage and overtime under the Fair Labor Standards Act (FLSA):

1.   The internship, even though it includes actual operation of the facilities of the employer, is similar to training that would be given in an educational environment.

2.   The internship experience is for the benefit of the intern.

3.   The intern does not displace regular employees, but works under close supervision of existing staff.

4.   The employer that provides the training derives no immediate advantage from the activities of   the intern, and, on occasion, its operations may actually be impeded.

5.   The intern is not necessarily entitled to a job at the conclusion of the internship.

6.   The employer and the intern understand that the intern is not entitled to wages for the time   spent in the internship.

If all the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act's minimum wage and overtime provisions do not apply to the intern.