



TYRONE ADAM BURROUGHS
School of Business & Entrepreneurship
BENEDICT COLLEGE

INTERNSHIP APPLICATION AND AGREEMENT

PART I: General Information *(To Be Completed by the Student Intern)*

	Intern	Internship Site Contact Person	Internship Instructor
Name			
Company Name and Address			Tyrone Adam Burroughs School of Business & Entrepreneurship Benedict College 1600 Harden Street Columbia, SC 29204
Phone			
E-mail Address			

I am enrolled in BA 440 Internship in the Fall _____ semester.
(indicate year)

What are 3 learning objectives for this internship?

How will this internship experience allow you to accomplish those learning objectives?

PART II: Internship Site Information *(To Be Completed by Internship Site Supervisor)*

1. Describe the goals and objectives of the internship position offered?

2. Will the company provide an orientation for the Intern? If yes, briefly describe.

3. What skills and knowledge will the student be expected to acquire?

4. Does the company have a suggested reading list for the Intern?

5. Will regular meetings be held with the Intern to discuss project status or assignments?

6. How will the student be introduced to the company's products, customers, management, budget, research and/or other functions?

INTERNSHIP HOURS

Total Hours per Week _____

Monday Start/End Time	Tuesday Start/End Time	Wednesday Start/End Time	Thursday Start/End Time	Friday Start/End Time	Saturday Start/End Time	Sunday Start/End Time

150 internship hours must be completed by the end of the semester unless approved by the internship instructor.

Paid: ___ No ___ Yes If yes, \$_____ per _____

PART III: Requirements

Below are the specific requirements that are needed for completion of the internship course.

1. Student submission of resume to the internship instructor for comment and review.
2. Student submission of 1-2 page leadership report at mid-point (*Student must interview a top local member of management at the internship site to determine how this leader manages his/her particular area or department as well as his/her basic management philosophy*)
3. Student submission of 5-10 page final report (*Student must write a report describing the overall experience with emphasis of how learning objectives were accomplished. A brief description of the operations of the company must also be given and an organizational chart must be provided or described for the student's assigned department*)
4. Internship Site submission of mid-point evaluation of intern
5. Internship Site submission of final evaluation of intern

AGREEMENT SIGNATURES:

Student Intern: _____ Date: _____

Site Supervisor: _____ Date: _____

Internship Instructor: _____ Date: _____



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STUDENT INTERN CHECKLIST

(Enter Date Each Item Completed)

- _____ 1. Search for an internship opportunity in your major area of course study. Use Purple Briefcase for available job assignments.
- _____ 2. Review all guidelines and important dates as listed in course outline on Edvance360
- _____ 3. Submit the **Pre-Contract** for approval by the Internship Director.
(The pre-contract is first 4 pages of the official course Internship Contract. Signatures are required!) The internship instructor will determine whether the internship opportunity is appropriate.
- _____ 4. Obtain **Senior Resume Profile packet** from the Director of Benedict's Career Planning and Placement Office located the Business Development Center
- _____ 5. Develop and submit a **Resume** in the Benedict College format.
- _____ 6. Submit your **Midterm Evaluation** from your Internship site supervisor no later than the midterm exam period.
- _____ 7. Submit one (1) **Report** on the internship or the industry in which you are working by the midterm exam.
- _____ 8. Complete **150 clock hours** of work for your internship.
- _____ 9. Submit the **Final Internship Paper** and **Final Performance Evaluation** by deadline as indicated on course outline.
- _____ 10. Contact internship instructor immediately, if any problems occur.

Student Intern Signature

Date

STUDENT INTERN FINAL PAPER DISCUSSION POINTS

Directions: Write a final report about your internship experience and answer these questions:

1. Describe the company and create an organizational chart.
2. Did you find the internship experience at the company valuable? Please explain.
3. Would you recommend this internship to other students? Please explain.



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INTERNSHIP INSTRUCTOR CHECKLIST

- _____ 1. Review resume, cover letter, and thank-you letter
- _____ 2. Coordinate with Career Planning and Placement to insure placement of students
- _____ 3. Approve Internship Assignment
- _____ 4. Conduct field visits or telephone visits as feasible and appropriate.
- _____ 5. Review required materials including resume, reports, and evaluations and assign final grade.

Internship Instructor Signature

Date



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INTERNSHIP SITE CHECKLIST

- _____ 1. Interview student interns
- _____ 2. Select student intern(s)
- _____ 3. Provide necessary training and feedback on written reports, if possible
- _____ 4. Provide student intern with suitable work space
- _____ 5. Notify student intern as to whether internship is paid or non-paid
- _____ 6. Provide a mentor for the student intern
- _____ 7. Contact internship instructor immediately if any problems occur
- _____ 8. Complete time log on company letterhead certifying that student intern completed 150 clock hours.
- _____ 9. Provide an exit interview for the student intern
- _____ 10. Complete two evaluations for the internship experience at the mid-point (i.e., midterm evaluation) and the end (i.e., final evaluation).

Internship Site Supervisor Signature

Date

Time Log

(Please print on company letterhead and mail directly to internship instructor)

<u>Month</u>	<u>Hours</u>
January	_____
February	_____
March	_____
April	_____
May	_____
June	_____
July	_____
August	_____
September	_____
October	_____
November	_____
December	_____
Total Hours	_____

Student Intern Signature

Date

Internship Site Supervisor Signature

Date

Internship Instructor Signature

Date



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MIDTERM EVALUATION
INTERNSHIP PROGRAM

Name of Student Intern _____

Site Company _____

Site Supervisor _____ Site Supervisor Title/Position _____

Indicate on the scale below your evaluation of the student intern during his/her employment with your company.

1- Poor 2- Fair 3- Good 4- Very Good 5- Superior 6- No Opportunity to Observe 7- N/A

PERSONAL CHARACTERISTICS

Integrity _____

Maturity _____

Dependability _____

Resourcefulness _____

Emotional stability _____

JOB PERFORMANCE

Ability to work independently _____

Ability to work with others in
team environment _____

Ability to work under pressure _____

Effective oral communication _____

Effective written communication _____

Decision making _____

Punctuality _____

Taking initiative _____

Goal achievement (i.e., did the student intern
meet learning objectives)? _____

Comments:



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FINAL EVALUATION
INTERNSHIP PROGRAM

Date: _____

Internship Site Company: _____

Student Intern: _____

Internship Site Supervisor: _____ Phone: _____

Internship Instructor: _____

1. During the internship, how well did the intern understand the goals, organization and functions of your agency/ organization?

1 2 3 4 5

poor

excellent

2. How good was his/her ability to learn about the conceptual and professional reasons for the activities in the agency/organization?

1 2 3 4 5

poor

excellent

3. On average, how often did you confer with the intern?

() daily () weekly () monthly () only occasionally

4. How did the intern respond to guidance and constructive criticism?

1 2 3 4 5

poor

excellent

5. How good was his/her commitment to seek advice and orientation to improve his/her professional abilities?

1	2	3	4	5
poor			excellent	

6. How well did the intern work with others at the site?

1	2	3	4	5
poor			excellent	

7. When given specific responsibilities, how well did the intern utilize his/her professional abilities?

1	2	3	4	5
poor			excellent	

8. How good was the intern's professional judgment in carrying out professional activities in the field?

1	2	3	4	5
poor			excellent	

9. How good was the intern in completing his/her assignments and meeting deadlines?

1	2	3	4	5
poor			excellent	

10. How well did the intern assume the role of a professional in dress, manner, character, and adherence to agency policies?

1	2	3	4	5
poor			excellent	

11. Use the following rating scale to evaluate the student intern's proficiency in the following areas:

	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Superior (5)	No Opportunity to Observe (6)	N/A (7)
Technology							
Communication							
Foundation Knowledge of Business							
Analytical Skills and Decision Making							
Creativity							
Leadership							
<i>Major Areas of Knowledge:</i>							
Accounting							
Economics and Finance							
Management							
Marketing							
Entrepreneurship							

Additional Comments: