

Student Internship Guidelines

The UNCP School of Business offers internship courses to students pursuing a major in Business Administration (all concentrations) or Accounting. They are: Management (MGT 4800), Marketing (MKT 4800), Finance (FIN 4800), and Economics (ECN 4800). This program is designed to provide students the opportunity for a meaningful career-related experience in a variety of organizational settings. It is expected that students will practice and expand upon their knowledge and skills learned in the classroom in a substantive work situation. Internships are a great way to earn and learn! Students can earn money, credit, and increased marketability for the permanent job search while learning more about a specific field and applying classroom knowledge in a corporate environment. Companies benefit by saving on recruiting expenses and having the opportunity to evaluate student interns for full-time openings.

The prospective intern, employer, department faculty, & Executive in Residence and will identify, design, and evaluate the internship. Department faculty and the Executive in Residence for Engaged Outreach will help students identify internship opportunities, but it is ultimately the student's responsibility to find the internship. The university has no obligation to provide employment for the student. Demonstrating the initiative to obtain an internship will prepare students to seek a permanent position upon graduation.

Students interested in pursuing any Internship Course for academic credit must:

- have completed a minimum of 90 credit hours,
- have a cumulative Grade Point Average of at least 3.0, and
- be enrolled as a major in the Business Administration (Economics, Finance, Management, International Business, Information Technology Management or Marketing concentrations) or Accounting program within the School of Business.

Students are allowed to register for the Internship for three credits. The student must work 40 hours per semester credit hour, a total of 120 hours for a 3 credit hour course.

Application Procedures

The student will:

- Meet with the Executive in Residence (first) and the assigned Faculty Member (second) to discuss the internship and learning outcomes.
- Obtain an Internship Application from the School of Business Website and "Permit to Enter Closed Section" card from the department secretary in BA 102 and complete it.
- Complete a resume writing session with the UNCP Career Center and show proof that it has been completed.
- Assuming the internship is allowed, the student must return the completed application package, including his/her approved resume by the Career Center, to the Executive in Residence (Contact Information on pg. 8).

Student Responsibilities

The School of Business's internship program gives students opportunities and requires them to fulfill responsibilities. They gain experience, apply skills acquired in college, and make business contacts. Students are expected to seize opportunities to maximize the internship's learning potential.

In addition, as envoys of their school, students must act professionally. This means always being punctual, performing work effectively and efficiently, and behaving in a way that demonstrates ability and interest in the sponsoring company's work. Students must realize that their performance reflects on the School of Business and on UNC Pembroke and may affect internship opportunities for future students.

The student will:

- Prepare job responsibilities and outcomes for the internship, which should be developed cooperatively with input from the department faculty member, and supervisor.
- Complete and file all required internship reports on time.
- Maintain contact with the department faculty member, as appropriate, throughout the internship.

The student must approach this experience with maturity and a commitment to excellence, knowing his or her ethical responsibilities students must submit a bi-weekly status report and journal to their employment supervisor and department faculty member by the close of business every other Friday beginning the second week of school or as instructed by the department faculty member. The delivery of status reports will be instructed by the department faculty member. Students should save a copy of these Status Reports/Journals for later input into the final report.

All reports must include the following three parts:

1. Update on the interns progress in achieving his/her internship objectives
2. Any issues or concerns the student might have about the internship
3. Research on the firm and its industry as identified below

Status Report/Journal (Week 2)

In addition to a status report on your Internship Objectives and work progress, interns are to provide research on their firm and its industry including the following information:

- ❖ Industry related web search (career specific)
- ❖ Internship search strategy
- ❖ Copies of letters sent to potential internship supervisors
- ❖ Copies of informational Interview reports
- ❖ Contact log of all interviews, correspondence, telephone calls, e-mails, etc.

Status Report/Journal (Week 4)

In addition to a status report on your Internship Objectives and work progress, interns are to provide research on their firm and its industry including the following information:

- ❖ history of the company
- ❖ company structure
- ❖ leadership/Senior Management

Status Report/Journal (Week 6)

In addition to a status report on your internship objectives and work progress, interns are to provide research on their firm and its industry including the following information:

- ❖ Management style and tools
- ❖ Company culture
- ❖ Decision-making processes

Status Report/Journal (Week 8)

In addition to a status report on your internship objectives and work progress, interns are to provide research on their firm and its industry including the following information:

- ❖ Human resource management
- ❖ Personnel policies and procedures
- ❖ Personnel benefits

Status Report/Journal (Week 10)

In addition to a status report on your internship objectives and work progress, interns are to provide research on their firm and its industry including the following information:

- ❖ Company's industry analysis and competitive environment
- ❖ Social/public constituencies (i.e. public agencies, community relations, special interest groups, social responsibilities)

Status Report/Journal (Week 12)

In addition to a status report on your Internship Objectives and work progress, interns are to provide research on their firm and its industry including the following information:

- ❖ Operational planning process
- ❖ Financial planning and budget process
- ❖ Strategic forecasting process

Status Report/Journal (Week 14)

In addition to a status report on your internship objectives and work progress, interns are to provide research on their firm and its industry including the following information:

- ❖ Strategic management process
- ❖ Long range planning
- ❖ Capital budgeting
- ❖ Industry and company ethical controls and practices