

The UNCP School of Business offers Management Internship (MGT 4800) to students pursuing a major in Business Administration (all concentrations) or Accounting. 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, and the Assistant Dean, School of Business will identify, design, and evaluate the internship. Department faculty and the Assistant Dean, School of Business will help students identify internship opportunities, but it is 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 the MGT 4800: Management Internship 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.

Application Procedures

The student will:

- Meet with the Assistant Dean, School of Business to discuss the internship and learning outcomes.
- Obtain an Internship Application and "Permit to Enter Closed Section" card from the department secretary in BA 102 and complete it. Assuming the internship is allowed, the student must return the completed application package, including his/her resume, to the Assistant Dean, School of Business.
- Obtain final approval from the Assistant Dean, School of Business and then register for MGT 4800 - Internship.

No internship credit will be granted for work already in progress or completed.

Employer Responsibilities

As the most important person the student will contact during his/her internship, the on-site supervisor will make several important decisions during the experience. Consequently, both the Intern and the Assistant Dean, School of Business must have a good working relationship with the supervisor.

The intern will assume both an employee and a student role simultaneously. As an employee, the intern must perform assigned duties satisfactorily. All company regulations, health and safety conditions, and legal requirements apply, and any company policy violations should be handled in the usual way. Also classified as a UNCP student, the intern is subject to all applicable university regulations.

Though we have tried to minimize employer responsibilities, feedback to the student and to the program itself is an integral part of the internship. Therefore, required contacts among Intern, Supervisor, and Assistant Dean, School of Business have been built into the process.

The supervisor will:

- Approve job responsibilities and outcomes, which the intern has developed cooperatively with the Assistant Dean, School of Business and the supervisor.
- Provide ongoing, informal feedback to the student about his/her work performance.
- Complete a final evaluation of the student's internship using either the organization's own evaluation form or one that the university provides. The evaluation should include a face-to-face meeting between the supervisor and intern, and a copy of the evaluation form should be sent to the Assistant Dean, School of Business.

Assistant Dean, School of Business Responsibilities

- Schedule a personal visit whenever possible or a telephone conference with the work supervisor to review goals and methods, identify the student's strengths and areas for improvement, and evaluate his/her progress. This meeting should occur whenever needed but usually is scheduled near the middle of the experience.
- Ensure that the internship program satisfies UNC Pembroke's academic regulations.
- Evaluate the student's reports and the supervisor's evaluation of the student's work performance, determine the student's grade, and submit it to the Registrar's Office at the end of the internship.

To promote a mutually beneficial relationship, the Student, Assistant Dean, School of Business, and Supervisor should maintain close contact throughout the semester. If questions or concerns arise, the Supervisor is urged to communicate with the Assistant Dean, School of Business. Such contact is welcomed and appreciated.

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 Assistant Dean, School of Business, and Supervisor.
- Complete and file all required internship reports on time.
- Maintain contact with the Assistant Dean, School of Business, as appropriate, throughout the internship.

The student must approach this experience with maturity and a commitment to excellence, knowing his or her ethical responsibilities.

The Internship Status Report and Journal

Students must submit a bi-weekly status report and journal to their employment supervisor and Assistant Dean, School of Business by the close of business every other Friday beginning the second week of school. Status Reports/Journals may be delivered or e-mailed. Save a copy of these Status Reports/Journals for later input into your 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 it's 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 it's 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 it's 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 it's 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 it's 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 it's 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 it's 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 it's industry including the following information:

- ✓ Strategic Management process
- ✓ Long range planning
- ✓ Capital Budgeting
- ✓ Industry and Company Ethical controls and practices

MGT 4800: Management Internship Student Internship Application Form

You will need to print out and complete all sections to apply for the internship program. Please make sure to turn in this application along with the Employer Internship Agreement Form at time of enrollment.

Section I: Demographic Information

	Enter Information in this Column
Name (Last, First, Middle Initial):	
Social Security Number:	
Campus/Local Address:	
City, State, Zip Code	
Campus/Local Phone:	
Home/Permanent Address:	
City, State, Zip Code	
Home/Permanent Phone:	
UNCP E-mail Address:	
Other E-mail Address:	
Do you have your own transportation? (check one):	<input type="checkbox"/> yes <input type="checkbox"/> no
Major:	
Second Major:	
Minor:	
Second Minor:	
Overall GPA :	

Section II: Relevant Coursework, Experience, and Extracurricular Activities

List coursework relevant to the internship positions that you are considering.

List specific computer hardware and software with which you have worked.

List any work experience that might be relevant to the internship positions that you are considering.

List the clubs, organizations, fraternities, sororities, sports teams, or other activities that you currently participate in or have previously participated in. Indication offices, positions held, if any.

Special talents and interests (e.g. sports, crafts, hobbies, art, music, etc.).

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Section III: Internship Information

	Enter Information in this Column
Semester/Session of Internship: (check one)	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Year of Internship:	20_____

Student Intern

Date

Assistant Dean, School of Business

Date

Contact Information:

Ms. Cammie Hunt Oxendine, M.B.A.
Assistant Dean, School of Business
BA 116
School of Business
UNC Pembroke
P.O. Box 1510
Pembroke, North Carolina 28372
Phone: (910) 521-6466
Fax: (910) 521-6750
E-mail: Cammie.hunt@uncp.edu

Student Intern Responsibilities/Expectations

- ∅ Obtain faculty approval of the proposed internship
 - Register properly
 - Prepare a resume for the prospective employer
 - Complete the Internship Agreement Form

- ∅ Comply with the employer's rules and regulations
 - Report for work on time
 - Complete assignments to best of ability
 - Maintain a professional attitude and appearance
 - Use initiative to create value for the employer

- ∅ Report progress toward achieving learning objectives by submitting
 - Bi-weekly status report and journal
 - Monthly time sheet
 - Supervisor's mid-semester, final and subjective evaluation
 - Mid-semester Internship Evaluation
 - Semester total time sheet
 - Internship Written Assignments

- ∅ Immediately notify the Assistant Dean, School of Business if any difficulties are experienced with the internship site, employer, or work assignments.

Student Intern's Signature

Date

Employer Guidelines for Supervision of Student Intern

UNC Pembroke and the Business Faculty want to thank you for investing in our students. Your time, wisdom, experience, and resources will have a significant impact on the student as he/she begins to develop their career strategy. The Management Internship is the most important professional program the student will experience in the undergraduate years. Your contributions will make this experience invaluable and bring to life the many principles and theories the students have been studying in their class work and textbooks. If there are any questions or ways that we might contribute to the success of the internship experience for you or the student, please contact us. We appreciate your comments and commitment to the success of the Intern's education.

Cammie Hunt Oxendine, M.B.A. cammie.hunt@uncp.edu
Assistant Dean, School of Business
School of Business
UNC Pembroke
(910) 521-6466

The guidelines below are provided to assist the intern supervisor in developing the student's work assignments:

- Ø Develop a detailed job description for the student intern on the Internship Agreement Form. Discuss requirements with student intern.
- Ø Inform internal managers/supervisors of the objectives of the Internship Program.
- Ø Provide an orientation for the student. Introduce the student to the organization, the employees, the physical layout, and the order of responsibility.
- Ø Give the intern the opportunities to apply education and skills. Assign projects that include such elements as planning, designing, evaluating and researching.
- Ø Give the intern responsibility to complete specific project(s) with identifiable outputs. Not more than 10% of intern's duties should consist of clerical work (typing, filing, etc.).
- Ø Provide opportunities for the intern to ask questions and discuss progress.
- Ø Allow phone contact and/or a site visit from the Assistant Dean, School of Business.
- Ø Provide an evaluation of the student's performance. An evaluation form will be provided for you at the midpoint and the end of the semester. Verify employment and hours worked per month on the evaluation form. Take some time to review the evaluation with the student intern.
- Ø Suggest a consistent work schedule, avoiding conflicts with class times.

Internship Employer's Signature

Date

MGT 4800: Management Internship Employer Internship Agreement Form

A. Registration Information (to be completed by student intern):

Student Intern _____ Student ID# _____

Address _____ Phone _____

E-mail Address _____

Major (with Concentration) _____ Semester _____

B. Internship Employment Information (to be completed by student intern and internship employer):

Company Name _____ Phone _____

Address _____ City _____ ZIP _____

Supervisor _____ Title _____

E-mail Address _____

Company Web Address _____

Start Date _____ End Date _____ Hours per Week _____

Title of Internship Position _____

Is the Internship position paid: Yes _____ No _____

List key words that describe the major functions of this internship.

Briefly describe the Organization/Program.

Describe how an intern fits into your organization. Provide historical context as appropriate. Indicate whether this is a new or ongoing internship placement.

Describe not only what the intern will do, but also what the intern will learn.

Describe the office environment, including dress expectations.

Describe the characteristics that you feel are important for an intern in your company; include character traits as well as skills, knowledge, and academic preparation.

Describe the orientation, training and supervision that you will provide the intern.

Describe a tentative work schedule that the intern will work.

Additional Information/Other Comments:

C. Agreements and Signatures

- **Internship Employer:** I have discussed this internship with the student intern and we have agreed upon the assigned work components appearing above. To help the student intern achieve his/her learning objectives, I agree to provide: assistance as required, necessary training and consultation, an orientation concerning our organizational polices, and regular meetings to provide guidance. I also agree to perform a mid-semester and final evaluation of the student intern using forms he/she will provide.

Internship Employer's Signature

Date

- **Student Intern:** I concur with and accept the academic and work assignments indicated above. I understand and will adhere to the internship registration procedure. I will complete all work and academic assignments to the best of my ability. I will treat any proprietary information provided by my employer with strict confidentiality, will familiarize myself with and adhere to the organization's policies and procedures, and will adhere to the highest standards of ethical conduct. I will notify the Assistant Dean, School of Business of any problems that arise in connection with this internship.

Student Intern

Date

- **Assistant Dean, School of Business:** I have discussed the academic component of this internship with the student intern. We have reached agreement on the learning objectives indicated above. I further agree to correspond regularly with the student intern to discuss the internship experience; I will assess the student's performance and award the final course grade.

Signature

Date

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Student Internship Timesheets

Internships timesheets must be submitted to Ms. Cammie Oxendine WEEKLY by e-mail (as a Word attachment) by fax, or through the mail. Remember that completed timesheets ARE a part of your final grade! Please make sure to provide detailed information regarding your activities/duties during each day, as well as any problems that you encountered. Please make sure to complete these timesheets, since other students pursuing this opportunity in the future will use the information in this document.

Student Name:		
Supervisor's Name:		
Name of Organization:		
Week of _____ to _____		
Day and Date (month and day)	Hours each day	List Activities/Duties Performed and Problems Encountered
Monday,		
Tuesday,		
Wednesday,		
Thursday,		
Friday,		
Saturday,		
Sunday,		

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Assignment 1 - Goals/Objectives and Self-Reflection Essay

This first assignment will require you to complete two short projects; first, you will be required to explain the personal, academic, and professional goals you have for the experience. The second project will require you to complete a self-reflection essay - what kind of person you are and would like to be. Details for each are listed below; each part should be in essay format and can either be: (1) sent to me via e-mail as a Microsoft Word attachment, (2) turned in to me at BA 116, or (3) left with the departmental secretary in BA 114. This assignment must be typed; the first assignment is due on or before **(Insert Date)**

Part 1: Goals/Objectives of Internship Experience

Specifically describe the goals you plan to set and how you will achieve these goals. Please use concrete examples; avoid general statements. In developing your goals, please focus on these three areas:

- I. Personal Goals - The specific ways the internship could help to make or verify a career goal, a specific skill you want to learn or develop.
- II. Academic Goals - The specific skills or concepts that you have learned or want to learn or build from your studies that you could try out in a work environment.
- III. Professional Goals - The things you could do at your workplace - specific tasks that may help develop your career in this area.

Within these three areas, please focus your answers for each section on the questions below:

- Is this goal realistic?
- Does this goal stretch you and move you? Is it something you can already do easily?
- Can you attain this goal in the time available?
- Does one goal consider and take into account other goals you have set?
- Does your goal relate to specific skills and abilities - personal, professional, and academic discipline?
- Does your goal take into account for limitations or situations that could interfere with your accomplishing it?
- Are you able to measure and evaluate this goal?
- Do all of your goals represent everything you want to accomplish in your internship?

Part 2: Self-Reflection Essay

The Self-Reflection Essay will require you to think about you and your life. Take some time to think about the impact this experience - as well as your college experience in general - may have on you as a person.

- What am I excited about life right now?
- What am I most grateful about in my life thus far?
- What is it I have not yet done that I truly desire to do before I die?
- What are the most important things to me in my life right now?
- What are the activities that you love and enjoy most today?
- What do you really think should be changed in the world?
- What might be my purpose or destiny in life?
- What do you most want to be remembered for at the end of your life?

There is no minimum or maximum length for this paper. Remember that this paper is due on or before **(Insert Date)**.

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Assignment 2 - Interview with Workplace Supervisor/Colleague

The second assignment will require you to select at least one person to interview in the workplace of your internship. Select someone who has been working in the industry/area for several years and has knowledge and experience of more than one workplace (if possible). This usually means someone who is in middle management or administrator to a number of people in the office. Ask to speak with this person for about one-half hour during or after work to discuss their professional background altogether. You will be required to write an essay on the information gathered from the interview. This assignment can either be: (1) sent to me via e-mail as a Microsoft Word attachment, (2) turned in to me at BA 116, or (3) left with the departmental secretary in BA 114. This assignment must be typed and is due on or before **(Insert Date)**

Interview Questions (must report on at least 12 of the 16 questions):

1. What sort of academic background - credentials, degree, license - do you have and what sort of academic training and credentials do you think are needed for this sort of work?
2. What skills, talents and what areas of knowledge does someone starting out in this career area need to acquire?
3. How have you developed the skills needed to carry out your work/run your business/work with others, etc.?
4. How does your company differ from its competitors?
5. At what point in your life did you find out or know that this sort of work was for you and can you well me how that became clear or obvious to you?
6. What different sorts of work are available in this "industry/career?" How do people find out about these jobs?
7. What professional associations/organizations are related to this field?
8. How has this profession/area of work developed since you joined it?
9. What has been the most difficult problem(s) you've faced?
10. What do you find most rewarding about your work?
11. In a given day, what do you spend most of your time doing?
12. Are there ways that you would suggest to me as to how to develop my career? Are there people I need to meet/get to know to help me?
13. What advice would you give me about choosing a job and a lifestyle? Have you ever made a job change because of lifestyle?
14. If you couldn't find a job in your field, what other line of work would be open to you?
15. How well suited is my background and approach to this kind of work?
16. Have you any other comments and/or suggestions for me based on your experience in the field?

Again, this second assignment must be completed on or before **(insert date)**!

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Assignment 3 - Final Report

The Assignment 3 - The Final Report - must be turned in by **(Insert Date)**. There is no minimum page amount for the Report; however, the content and depth of your answers do have an impact on you passing the internship. A poorly written paper will not be accepted under ANY circumstances (and will be returned to you for revisions and re-writing)! Your Final Report should include the following:

I. Cover Page

- Student Name and title of position (e.g. student intern)
- Name of company/organization
- Internship Supervisor's Name
- Address, and telephone number of company/organization
- Current Date

II. Executive Summary

The summary is one of the most important elements of the report and can be the most difficult aspect to write. It is best written after the body of the report is completed, as that provides an overview on which summary is to be based. The purpose of the summary is to give the first-time reader an idea of what the report is about. It also can serve as a reminder of others not able to read the entire report in detail, but who might have a general interest in such a report such as your Academic Dean, Department Head, Advisor, or Interviewer for a later job.

The summary must be both descriptive and action-centered and less than a full page in length. The material in the summary need not necessarily follow the order of the report itself. The emphasis is on facts and results. A helpful way to look at the decision about what is important to include in the summary is to think about being forced to reduce your report to a half a page, and what should be saved in the light of the expectations listed below. You should consider including the following:

A. Description of the Company/Organization

- Brief history of company
- Purpose/mission of the company/organization
- Approximate number of people working and number of departments
- Brief description of customers/clients/people served
- How the work is divided - departments, sections, etc.
- Specific brief description of department in which you worked

B. Actions Taken

- Title/Role played during placement/internship experience
- Reason for selecting internship
- Results of project or specific work completed for company
- Benefit to you, the student intern

III. Body of Paper

A. Section I (Similar to information for Assignment 1)

- Presentation of your goals and objectives for your internship. Explain to what extent these goals and objectives were achieved and reasons why (if any) they were not achieved.
- Description of the company/organization's role in the context of the current U.S. economy. Analyze the structures and state of the company - its attitudes and politics. Describe competitors and the world in which these companies/organizations produce/deal with similar product(s)/issue(s).

B. Section II

- In depth description of job/role performed in Internship (including work accomplished). If you were given a project, describe in detail its nature, purpose, and your conclusions and recommendations along with an analysis of the methodology used. Discuss and analyze your contribution to the workplace.
- Analyze your strengths and weaknesses in carrying out the work.

C. Section III

- Description and analysis of roles of all people with whom you worked in the context of the company's organization and structure, explaining how the department of your placement relates to the overall structure.
- Discuss what you learned from fellow workers - personally and professionally.

D. Section IV

- Discuss, compare, and contrast your perceptions and expectations at the beginning and end of your internship.
- Analyze skills, ideas, and knowledge learned from the placement; indicate which are needed most in this field and why.
- Discuss how the skills learned and this internship may influence your academic decisions and career focus/choices for the near future.

IV. Self Reflection Questions

The last part of this paper will require you to answer the following self-reflection questions:

- What action could I take today that would lead me to my dream life?
- What would I want for myself if I knew I could have it any way I wanted?
- What would be your ideal work environment today?
- How would your ideal workday go today?
- How would you define success today?
- How do you want to be perceived by your friends? Co-workers? Parents? Significant other? Teachers?
- What magazine would you most like to be featured in for your tremendous accomplishments in 10 years?
- What would you like to be the best in the world at?

This assignment can either be: (1) sent to me via e-mail as a Microsoft Word attachment, (2) turned in to me at BA 116, or (3) left with the departmental secretary in BA 114. This assignment must be typed and is due on or before **(Insert Date)**