



# INTERNSHIP

School of Business and Economics  
Department of Management & Entrepreneurship

## GUIDELINES



**What is the School of Business and Economics Internship Program?:** The School of Business Internship is an organized, for-credit professional learning program where the student takes on responsibilities as a worker and then observes and reflects on their experiences. It typically coincides with the beginning and ending of a semester (Fall, Spring, Summer) and requires the student to perform a minimum of 120 hours of on-site work during this time period. The program also engages the student in a unique relationship (3-way partnership) between an *approved* host organization and the College of Charleston, School of Business & Economics where the student will be assigned work responsibilities under the supervision of host organization personnel. The site supervisor and the academic faculty advisor are key players in the student's learning process. The faculty advisor will grade the student on the basis of: the internship deliverables, the site supervisor's evaluation and the student's own self-assessment. The learning experience will be guided by a *learning contract* outlining specific work components and an academic component.

**Benefits of Hosting an Internship:** The School of Business & Economics recognizes the educational value of practical experiential learning which involves the business administration student outside the traditional classroom. The internship program is designed to contribute to the student's intellectual and ethical growth by providing a reflective opportunity to apply classroom knowledge and a practical perspective from which to evaluate (past/future) classroom learning. In addition, it allows them the ability to gain valuable "hands-on" experience and develop a positive resume statement. It also creates a potential employment opportunity. The internship program also has benefits for the host organization: It increases interaction with the College of Charleston, thus gaining better access to faculty expertise and innovative student assistance at relatively low cost. This expertise can provide: A helping hand: to as great extent as possible, interns need and want to be treated as a new entry-level employee is treated. They are eager to help in any way they can in this capacity, and, especially after they begin to learn the "lay of the land" in the organization, they can make a substantial contribution. A fresh perspective: A significant number of our students are people who have re-entered college as part of a strategy for restarting or changing careers. The majority of our students are traditional age seniors. In either case, an intern brings to your organization a fresh view which can be illuminating for both you and your intern. A commitment to success: A typical intern is full of nervous energy and anxiety, eager to learn, eager to be directed in challenging tasks and eager to do well. The internship program also has benefits to the College of Charleston and the School of Business and Economics. Good performance by our students promotes our educational program and provides practical feedback, which can be utilized to improve/change it.

**What Demands On Your Organization Does Hosting An Intern Entail?:** *Thoughtful Planning:* The School of Business & Economics *Learning Agreement* is required to define learning goals, to develop strategies for achieving those goals and to identify methods to assess progress toward them. The basis for the Learning Agreement is a job description for the work the student will perform while at your site. An initial job description should be completed to establish your internship opportunity with the School of Business & Economics. After a student is selected for an internship he/she will establish the *Learning Agreement* for the specific internship, which can be tailored with any specific changes from the original job description.

( Cont.)



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*Supervision:* After selection, an intern will meet with an onsite supervisor to establish the specific internship *Learning Agreement*. The intern will then present the *Learning Agreement* to the Internship Coordinator (faculty advisor) for approval. It is important that the internship be authentic, structured and planned work experience. The extent of the supervision can vary with the intern, the internship and the organization. Because internships go through natural life cycles, supervision can vary during the internship, sometimes resulting in more independent operation by the intern as the internship progresses. At least two supervisor evaluations will be required: One at the midterm of the semester and the other at the end of the semester.

*Instructional time:* No matter how well prepared an intern may be, the new intern is a novice in your organization. There will be times, especially early in the internship, when it would be easier to do a task yourself than teach the intern to do it. Hosting an intern, then, means making an organizational commitment to invest time and energy in teaching the intern as many facets as possible about the organization's culture, operating procedures, goals, priorities, etc.

*Physical resources:* Obviously, for an intern to be a productive learner and worker, the space and tools necessary for a professional job must be available in addition to a supportive supervisor. Typically, interns should have desk space, including furniture and supplies, access to a telephone and access to a computer.

*Compensation:* In an ideal world, all interns would receive a stipend. However, many of the most challenging internship opportunities are in non-profit organizations and often these organizations are unable to pay interns. We encourage host organization to compensate their interns in every possible way, including not only stipend and travel reimbursement, but also by participating in meetings, workshops, and other networking and professional development activities.

**Thank you for your interest in being a Host Organization for the College of Charleston,  
School of Business and Economics Internship Program.**

**We Look Forward to Working With You!**