

LINDENWOOD

U N I V E R S I T Y

Plaster School of Business & Entrepreneurship
209 S Kingshighway | St. Charles, MO 63301

INTERNSHIP APPROVAL FORM

Student's Name: _____ Student ID: _____

Name of Organization: _____

Term: _____ Credit Hours: _____

Department: _____ Course No.: _____ Title: _____

I have approved this student to complete an internship at the organization named above for credit during the listed term.

Approvals:

(Advisor)

(Date)

(Dean, Plaster School of Business & Entrepreneurship)

(Date)

(Career Services Representative)

(Date)



DEFINITION

Internships are available and provide the opportunity for students to obtain academic credits through an out-of-classroom experience.

**APPLICATION/
REGISTRATION**

Applying for an internship is the joint responsibility of the student and faculty advisor with approval by the Dean of the School of Business and Entrepreneurship.

PROCEDURES

Initially, the student states an interest or makes a specific request to his or her faculty advisor, who determines eligibility. This step should be taken at least four weeks before the semester begins. At the same time, the student must present to the Registrar an Academic Verification Form, to verify GPA and number of hours completed. Next, the faculty advisor and student meet to discuss the type of internship needed, the number of academic credits and the work hours required, the goals and objectives, and a potential employer.

NOTE: When an international student applies for an internship, the faculty advisor should immediately notify the International Student Advisor. Advance arrangements may be necessary to obtain the required approval from the Office of Immigration and Naturalization Service.

The student is required to compile a resume. This is to be presented to the employer when the student interviews for the internship position with a copy attached to the internship contract. When an internship is established, the student and employer sign an informal contract outlining the job description, hours/days to be worked, and the beginning and ending dates for the internship.

A professor may contact the student's supervisor during the semester to review the work being completed in the internship. During the course of the internship, a student will be required to complete assignments, which support the internship experience. Weekly communication through submitted assignments will be turned in using the University's Learning Management System. The supervisor is also asked to complete an Internship Evaluation Form, which is returned to the professor for grading purposes. The supervisor evaluation form must be received before the grade of P (Pass) or F (Fail) is posted. A copy of all paperwork relating to the internship is to be kept on file in the student's advising file.

GUIDELINES

The minimum number of academic credit hours that may be earned for an internship during a semester is one; the maximum is three. In the great majority of cases, students complete only one internship during their degree program, earning three credit hours. Students who desire to complete additional internships must make separate application and the additional internships must be different in nature and purpose, and preferably with a different employer. In any event the total number of credits may not exceed nine for the duration of the student's degree program. The internship credit-hours will be earned accordingly: **50 work hours (1 credit), 100 work hours (2 credits), and 150 work hours (3credits).**

Students must communicate weekly with the professor. Internships are graded on the basis of pass/fail. In these cases, the grade of P denotes successful completion of the assigned requirements for the aforementioned academic activity courses.

QUALIFICATIONS

An intern must meet the following requirements:

- 1. Junior standing (completed 54 credit-hours)
- 2. Cumulative GPA of 2.5 or higher
- 3. GPA of 3.0 in degree

Students who do not meet the requirements may petition for a policy exemption in order to participate in an internship. The student's academic advisor must review such a petition before being submitted to the Dean of the School of Business and Entrepreneurship for action.

ACADEMIC VERIFICATION FORM

FROM: Advisor

This form is to be completed by your advisor.

Student's Name: _____

Internship (Semester, Year): _____

GPA: _____ Hours completed to date: _____

This internship is the _____ (first / second / third) of the student's degree program.

(Advisor's Signature)

(Date)



INTERNSHIP CONTRACT

By way of the agreement, _____ agrees to accept
(Name of Company/Agency)

_____ in an internship program
(Name of Student Intern)

By signing this agreement, the student acknowledges that he/she is aware of his/her responsibilities and the commitment being made by the company/agency.

1. HOUR REQUIREMENTS:

1 HOUR OF ACADEMIC CREDIT = 50 HOURS OF INTERNSHIP WORK
2 HOURS OF ACADEMIC CREDIT = 100 HOURS OF INTERNSHIP WORK
3 HOURS OF ACADEMIC CREDIT = 150 HOURS OF INTERNSHIP WORK

2. The work assigned to the student is at the discretion of the employer. Specific goals should be discussed and agreed upon prior to the start of the internship. This internship should relate to the student's academic background and offer opportunities to use the student's skills. When agreeing to host a Lindenwood intern, the internship employer understands and agrees that the University claims no liability for the actions of the student during his/her internship.
3. Failure to report at a scheduled time and location (unless previously agreed upon) constitutes grounds for immediate termination of the internship contract and student.
4. A professor may be in contact with the individual supervising the internship during the semester.
5. Communication of any existing or arising problems regarding the internship should be reported by the company/agency to the professor.
6. The student and employer understand and agree that Lindenwood University assumes no liability with respect to the student's duties in the internship. The student and employer agree that if the student is injured during the course of the internship, the student will not seek compensation for such injury from the university, irrespective of whether or not the student is considered a volunteer or an employee of the company/agency.
7. This agreement in no way implies that the company/agency is obligated to pay the student intern for services rendered as part of the internship experience. If the organization wishes to pay the student for internship services, it is entirely at the option of the organization.
8. The student is responsible for providing weekly updates to his/her professor of progress made toward the goals and responsibilities established by the company/agency as described on page 5 of the contract under "Job Description".
9. During the internship the student is responsible for providing his/her professor with regular communication pertaining to the internship which describes goals, responsibilities, and performance attained during the internship experience. Self-assessments should describe how the internship experience has complemented and contributed to the student's academic experience. Additional assignments, including students and employer evaluations may also be required. Students must check the University's Learning Management System for all required assignments.

INTERNSHIP CONTRACT

This form is to be completed by the internship supervisor.

Student agrees to work an average of _____ hours/week from _____ (a.m. / p.m.) to _____ (a.m. / p.m.)

on the following day: _____.

The beginning date for the internship will be (MM/DD/YY) _____.

The ending date for the internship will be (MM/DD/YY) _____.

Will the student be compensated? Yes / No.

If "Yes", how will the student be compensated? Rate: _____ / _____ (Hourly / Bi-Weekly / Monthly)

Job Description: Please identify specific goals of this position, and list any responsibilities that your company/agency may require.

Name and Title of Supervisor _____

Name of Company/Agency _____

Address _____

Phone Number _____

Email _____

(Employer Signature/Date)

(Student Signature/Date)

Please complete and return to:

_____, Career Strategist
Lindenwood University
209 South Kingshighway
St. Charles, Missouri 63301



INTERNSHIP INSTRUCTOR CONTACT FORM

This form is to be completed by the student and the faculty internship supervisor and returned to the employer.

In case of an emergency or an issue arises with the intern, please contact:

Name of Internship Instructor _____

Address _____

Phone Number _____

Email _____

(Internship Instructor Signature/Date)



INTERNSHIP CHECK LIST

This form must be completed and returned to PSB&E before starting an internship.

Student's Name _____

Internship Semester, Year _____

I have completed the following steps:

- ____ 1. Meet with Career Services Representative for internship approval, obtain necessary paperwork, and go through the Internship Check List.
- ____ 2. Meet with your advisor to verify GPA and number of semester credit hours completed. The advisor is to complete the Academic Verification Form (pg. 3).
- ____ 3. Attach resume to internship packet.
- ____ 4. After consultation with advisor and Career Services Representative, complete the internship contract with internship supervisor (pages 4 & 5) and return it to Career Services Representative or Associate Dean.
- ____ 5. After final approval, the PSB&E will register student for the internship class. (Add/Drop From)
The internship credit hours will be earned accordingly: 50 work hours (1 credit), 100 work hours (2 credits), and 150 work hours (3 credits).
- ____ 6. Internship Class added to your schedule (it will take 2-3 business days)

(Student's Signature)

(Date)