

INTERNSHIP CHECK LIST: To be completed by Student

The internship application must be completed and returned to PCB&E before eligibility to enroll in an internship course.

1. Obtain internship application forms from academic advisor or Career Services Representative.
2. Complete Section I.
3. Consult with Academic Advisor to determine eligibility for internship course. Complete Section II. If the minimum requirements for internship are not met, request a policy exemption from Academic Advisor.
4. After consultation with advisor, work with internship site supervisor to complete Sections III & IV
5. Return internship application & resume to Career Services Representative to complete Section V and submit for final approvals and enrollment.
6. If approved, internship class added to your schedule within one week of approval.

Contact Information

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DEFINITION

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Criteria for an experience to be defined as an internship:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

APPLICATION/ REGISTRATION

Applying for an internship is the joint responsibility of the student and faculty advisor with approval by the Plaster College of Business & Entrepreneurship. Enrollment into an internship course can only be completed by the university registrar.

PROCEDURES

Initially, the student states an interest or makes a specific request to his or her faculty advisor, who determines eligibility by verifying GPA and number of credit hours completed. Ideally, this step should be taken at least four weeks before the semester begins; however, internship courses can be added up until the third Friday of the semester. Next, the faculty advisor and student meet to discuss the type of internship needed, the number of academic credits and work hours required, how the internship fits into the student's degree plan, the goals and objectives, and a potential employer. The student may also meet with a Career Strategist to discuss their internship search.

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 Services.

GUIDELINES

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 agreement. When an internship is established, the student and employer sign an informal agreement outlining the job description, hours/days to be worked, and the beginning and ending dates for the internship.

During the internship, a student will be required to complete assignments that support the internship learning experience. Weekly communication through submitted assignments will be turned in using the University's Learning Management System. Assignments are detailed in the LMS and in the course syllabus. A professor may contact the student's supervisor during the semester to review the work being completed in the internship. The supervisor is also asked to complete an Internship Evaluation Form, which is returned to the professor for grading purposes. The supervisor evaluation form and a final reflection paper 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. A grade of P denotes successful completion of the assigned requirements for the aforementioned academic activity.

The minimum number of academic credit hours that may be earned for a single internship during a semester is one; the maximum is three. 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 (9) for the duration of the undergraduate student's degree program and three (3) for the graduate 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).**

QUALIFICATIONS

An intern must meet the following requirements:

Undergraduate Students

1. Junior standing (completed 54 credit-hours)
2. Cumulative GPA of 2.5 or higher
3. GPA of 3.0 in degree
4. Approval of the department chair (ACCT and HRM only)

Graduate Students

1. Completed 12 hours of graduate coursework
2. Graduate students may only complete 1 internship for credit
3. Cumulative GPA of 3.3 or higher
4. Job description approval from emphasis area department chair

Students who do not meet the requirements may petition for a policy exemption with their academic advisor. The student's academic advisor must review such a petition before being submitted to the Dean of the College of Business and Entrepreneurship for action. A petition for Policy Exemption is not a guarantee that the student will be allowed to participate in the Internship.

LINDENWOOD

UNIVERSITY

PLASTER COLLEGE OF BUSINESS & ENTREPRENEURSHIP

Internship Application Form

Section I: To be Completed by Student

Student Name: _____ Student ID: _____

Student Email: _____ Student Phone #: _____

Major/minor/emphasis: _____

Name of Company: _____

Section II: To be Completed by Academic Advisor

Undergraduate Minimum requirements for enrollment:

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.

Graduate Minimum requirements for enrollment:

1. Completed 12 Hours of graduate coursework
2. Graduate students may only complete 1 internship for credit
3. Cumulative GPA of 3.3 or higher
4. Job description approval from emphasis area department chair

Students who do not meet the requirements may petition for a policy exemption in order to participate in an internship.

Student Name: _____

Student GPA: _____ Credit Hours Completed to Date: _____

This internship is the **First** **Second** **Third**

This internship course will count as a **Major/Emphasis Elective** **Free Elective**

Advisor Approval:

(Academic Advisor)

(Date)

Section III: To be Completed by Internship Supervisor

Student agrees to work an average of _____ hours/week beginning _____ until _____.
(Start date) (End date)

Will the student be compensated? **Yes** **No** **Rate** (if applicable): \$ _____ / _____ (hour/week/month)

Job Title & Description: Please list the title of this position and a brief description of the intern's responsibilities and goals.

Name and Title of Supervisor _____

Name of Company/Agency _____

Address: _____

Phone Number: _____

Email: _____

Continued on next page.

Section IV: To be completed by Student and Internship Supervisor

PLASTER COLLEGE OF BUSINESS AND ENTREPRENEURSHIP INTERNSHIP AGREEMENT

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.
3. Work schedule (both time & location) is to be agreed upon between student and employer. The student is responsible for reporting as scheduled (unless previously agreed upon) throughout the duration of the agreement.
4. A professor may be in contact with the individual supervising the internship during the semester.
5. The student is responsible for completing weekly assignments (through the university's Learning Management System) that track and reflect on progress made. Communication of any existing or arising problems regarding the internship should be reported by the company/agency to the professor.
6. Although student is receiving internship credit from Lindenwood relative to student's employment by Company, Lindenwood is not a party to the employer/employee or volunteer relationship between student and Company and, therefore, shall have no rights or obligations under this agreement. Student is not and shall not be construed as an agent of Lindenwood. Student and Company agree that Lindenwood assumes no liability to any party for the acts or omissions of Company or Student within the scope of this Agreement and shall not be liable to either party for any claim of liability or damages including but not limited to any tort, contract, or workers compensation or other law or statute.
7. This agreement in no way implies that the company/agency is obligated to pay, nor prohibited from paying, the student intern for services rendered. Payment for work shall be determined by agreement between student and company consistent with all applicable laws and regulation.
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 in this agreement under "Job Description". These assignments should describe how the internship experience has complemented and contributed to the student's academic experience. Additional assignments, including student and employer evaluations are also required. Students must check the University's Learning Management System for all required assignments.

(Employer Signature)

(Date)

(Student Signature)

(Date)

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U N I V E R S I T Y

PLASTER COLLEGE OF BUSINESS & ENTREPRENEURSHIP

Internship Application Form

Section V: To be Completed by Career Services Representative

Term:

SP I

SP

FA I

FA

SU

SP II

FA II

Other: _____ Year: _____

Credit Hours:

1

2

3

Other: _____

Undergraduate Course:

ACCT 41095

Dept. Chair Approval Required

APR 45000

ENTR 47595

FIN 42095

MRKT 45095

ACCT 41096

Dept. Chair Approval Required

ECON 43095

HRM 46595

HRM 46596

MGMT 46095

Other: _____

Graduate Course:

ACCT 51088

FIN 52088

MRKT 55088

ENTR 57588

HRM 56588

MGMT 56088

Other: _____

Approvals:

(Career Services Representative)

(Date)

(PCB&E Dean or Internship Coordinator)

(Date)

(Emphasis Area Department Chair, if necessary)

(Date)