

LINDENWOOD

UNIVERSITY

PLASTER COLLEGE OF BUSINESS & ENTREPRENEURSHIP

Internship Application Form

Directions: Read through this entire document. Section I should be completed by the student and academic advisor. Section II should be completed by the internship supervisor. Section III should be completed by the student and the internship supervisor. When completed, submit to the PCB&E Assistant Dean and/or Career Services for approval and enrollment.

Student Name:

Student ID:

Student Email:

Student Phone #:

Major/minor/emphasis:

Name of Company:

Please leave this section blank. It will be completed by the PCB&E Assistant Dean and Career Services upon approval.

Enrollment

Term:

Notes:

Credit Hours

Course Number/Section:

Approvals:

(Career Services Representative)

(Date)

(PCB&E Dean or Internship Coordinator)

(Date)

(Emphasis Area Department Chair, if necessary)

(Date)

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 responsibility of the student with joint approval by the Plaster College of Business & Entrepreneurship (PCB&E) and Career Services. Enrollment into an internship course can only be completed by the university registrar.

PROCEDURES

1. 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.
2. The student meets with their faculty advisor and/or Career Strategist to discuss the internship process.
 - a. If the student has already found an internship, they will discuss the following with their faculty advisor and complete the "Advisor" section of this agreement: number of academic credits needed, work hours required, and how the internship fits into the student's degree plan.
 - b. If the student is in the search phase, they may meet with their faculty advisor or a Career Strategist to discuss their internship search.
3. When an internship is established, the student and employer complete this agreement to include: the job description, the hours/days to be worked, the beginning and ending dates for the internship, and the supervisor contact information. The student will then submit this completed agreement to their faculty advisor or to Career Services. Once approved by Career Services and the PCB&E, an enrollment form will be sent to Academic Services for processing.

NOTE: When an international student applies for an internship, the student should immediately notify International Services, as advance arrangements may be necessary to obtain the required approval from the Office of Immigration and Naturalization Services. For paid internships, international students will need to complete a CPT (curricular practical training) form. The CPT form requires a signature from the employer, so it is best if completed at the same time as this agreement.

QUALIFICATIONS **A student must meet the following requirements to qualify for an internship:**

Undergraduate Students

1. Completion of at least 54 credit hours
2. Cumulative GPA of 2.5 or higher
3. GPA of 3.0 in degree courses

Graduate Students

1. Completion of at least 12 credit hours of graduate-level coursework
2. Cumulative GPA of 3.3 or higher
3. Graduate students may only complete 1 internship (3 credit hours) for credit

Students who do not meet these 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.

GUIDELINES

During the internship, the 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 (Canvas). 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 student must complete a minimum of 150 work hours (for three academic credits) AND all required course assignments before a grade can be assigned.

Internships are graded on a pass/fail basis. A grade of P (Pass) denotes successful completion of both the work hours and academic activity. A grade of F (Fail) denotes unsuccessful completion.

The minimum number of academic credit hours that may be earned for a single internship during a semester is one; the maximum is three. Any single internship experience is limited to three credit hours. Students who desire to complete additional internships must apply separately, 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:

- 1 hour of academic credit = minimum 50 work hours
- 2 hours of academic credit = minimum 100 work hours
- 3 hours of academic credit = minimum 150 work hours

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Internship Application Form

Section I: To be Completed by Student and Academic Advisor

Student Name:

Student ID:

Major/minor/emphasis:

Undergraduate Minimum Requirements:

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

Graduate Minimum requirements:

1. Completed 12 Hours of graduate coursework
2. Cumulative GPA of 3.3 or higher

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**

Term:

SP I	SP	FA I	FA	SU	Year:
SP II		FA II		Other	

Credit Hours

1	2	3	Other
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Undergraduate Course:

ACCT 41095	APR 45000	ENTR 47595	FIN 42095	MRKT 45095
ACCT 41096	ECON 43095	HRM 46595	HRM 46596	MGMT 46095
SPMGT 47095			Other:	

Graduate Course:

ACCT 51088	FIN 52088	HRM 56588	
MGMT 56088	MRKT 55088	SPMGT 57095	Other:

(Academic Advisor Approval)

(Date)

Section II: 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:

Section III: 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 the student is receiving internship credit from Lindenwood relative to the 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)