Internship Information

Business Division

Majors:
Accounting, Business, Management Information Systems

WWU Internship Supervisors:
Dr. Linda Davis - MIS
Dr. Linda Duke – Business
Dr. Lee Bailey – Accounting
Mr. David Forster – Business

Revised: August 2016
**Course Objectives:**

1. To provide the student an opportunity to participate and observe a business professional at work.
2. To clarify and broaden the student’s perception of his/her chosen profession.
3. To develop the techniques, working skills, and habits of a professional.
4. To assist the student in identifying the areas of business where his/her aptitudes, training, interest and experience might be best utilized.

**General**

A student majoring in one of the Business Division – Undergraduate majors (ACC, BUS, MIS) may earn from 1 to 12 (or more) credits for an internship depending on the length of time you work.

An internship with a minimum of 3-credit-hours (120 work hours) is required for all majors in the undergraduate Business, Accounting, and MIS departments at WWU.

- The student must work 40 hours for each credit hour earned.
- The internship may take place during the fall, spring, summer or intersession semesters.
- The work activities must meet at least four pre-determined objectives.
  1. The student is must have reached a junior or senior status.
  2. The student must have a GPA of 2.5 or above in their major course work.
  3. The student must have declared a Business Division major. (Accounting, Business, or MIS)
  4. The student may not work for a family owned business. The internship responsibilities must be at least 80% college/career level duties.

**Student’s Responsibilities:**

The student is required to

- The student is responsible for finding their own internship with guidance from their advisor. Information about past internships can be found at http://williamwoods.edu/academics/business/internships.asp
- Complete a weekly journal throughout the internship - sent to the WWU Faculty Internship Supervisor. Within the journal, the student should include hours worked and total hours to date. Students who fail to document their weekly progress (Sent to the WWU supervisor) through journals may fail the internship.
- Complete a paper summarizing the experience for each credit hour earned. (i.e. a 5 hour internship would require a 5 page paper). The paper must include a title page and proper documentation/citing (if applicable).
• At the completion of the internship, the student should send a thank-you to the business or immediate supervisor, prepare/revise their résumé, LinkedIn and their Electronic Portfolio (if applicable) to reflect the internship experience.
• Picture of yourself at your internship.
• On a daily basis, attendance requirements are set by the employer. Credit hours will be earned on the basis of 3 credit hours for each 120 hours at the work site. It is imperative that the student maintain accurate records.

Course Evaluations/Assessment

Note-ALL requirements are to be completed by the student to pass the internship.

Internship Registration Form for Registrar’s Office

This form is completed by the student and signed by the student, advisor/faculty member, and the Internship Supervisor. Obtain the registration form from a WWU Internship supervisor (Dr. Davis, Dr. Bailey, or Dr. Duke)

Internship Performance Form – 50%

This form is completed by the employer to assist in the process of grading the student’s performance on the job. The faculty member that is mentoring the internship will send the form to the employer or will email the employer with instructions for completing the form online.

The Evaluation Form will be emailed to the employer at both midterm and at the end of the student’s internship. These evaluations will determine 50% of the final grade for the course.

Employer Evaluation Form

This form is completed by the student after the internship so that WWU faculty can evaluate the student’s perception of his/her experience with this company. This also helps faculty to identify issues that future students might experience with a certain company.

Weekly journals 25%

Students must send a weekly journal to their WWU Faculty Internship Supervisor documents hours worked and weekly duties.

Final Internship Paper 15%

Students will complete a 3-12 page (depending on credit hours obtained) internship paper to be submitted to the WWU Faculty Internship Supervisor on or before the final internship date.

Update résumé, Linkedin, ePortfolio, and send thank-you note(s) 10%