

**Internship Information**  
**School of Business and Technology**

**Majors:**

Accounting (ACC)

Business Administration (BAD)

Cybersecurity (CSS)

**Faculty Internship Supervisors:**

Jessica Manion – Accounting  
David Forster – Business Administration  
Nina McKee – Cybersecurity  
Paul Frazier - Cybersecurity (OLC)

Revised: 14 November 2022

### 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 School's undergraduate programs (ACC, BAD, and CSS) 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 ACC and BAD programs at WWU.

An internship with a minimum of 3 credit hours (120 work hours) is optional for CSS students.

- 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 five 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 School of Business and Technology major. (ACC, BAD, or CSS).
  4. The student may not work for a family owned business.
  5. The internship responsibilities must be at least 80% college/career level duties.

### Student's Responsibilities:

- 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 appropriate 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 Faculty Internship Supervisor) through journals *may fail* the internship.
- Complete a paper summarizing the experience for each credit hour earned. For example, a 3 credit hour internship would require a 3 page paper). The paper must include a title page (not part of the page requirement) and proper documentation, APA formatting and APA citations (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.
- Provide your WWU Faculty Internship Supervisor with a 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 Form for Registrar's Office

This form is initiated and completed by the student via student forms in OwlNet. The student should speak to their advisor and the appropriate Faculty Internship Supervisor prior to completing this form.

#### 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 internship supervisor or designated faculty member who 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.

Weekly journals 25%

Students must send a weekly journal to their WWU Faculty Internship Supervisor that 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%

Students will update their résumé, LinkedIn, ePortfolio, and other professional portfolios and send a thank you note to their internship supervisor. Students will verify completion of these actions with their faculty internship supervisor.

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.