WESTMINSTER COLLEGE
Department of Economics & Business

INTERNSHIP REQUIREMENTS & GUIDELINES

I. Eligibility

Requirements for receiving academic credit for an internship:

- Class Standing: Junior or Senior
- Courses completed in Dept. of E&B prior to internship: 5
- Prerequisite Courses: None
- Must be an E&B major?: Yes
- Required GPA in E&B Major: 2.0
- Type of grading for internship: S/U only

II. General Information

1. E&B grants one (1) ACC 590/BA 590/ECO 590 - Internship credit hour for every 40 clock hours on-the-job (OTJ). Four credit-hour internships require at least 160 hours of OTJ participation (example: 4 weeks x 5 days-per-week x 8 hours-per-day = 160 clock hours).

2. Internship grades are reported as “Satisfactory” or “Unsatisfactory.” E&B does not issue letter grades for internships.

3. Internship credit hours represent “general elective” credit hours. Internship credit hours do not qualify as BA elective credit hours.

4. E&B may approve a second internship for recording on your WC transcript in special circumstances, if it differs “substantially and significantly” from your first internship.

5. Direct supervision is required. Activity must provide a meaningful learning experience.

6. Internship advisors may contact your work supervisor to monitor specifics of your internship.

7. Supervisor must be not be a parent, grandparent or sibling.

8. A “round table” meeting of all students who have completed internships may be required to discuss the WC internship program. E&B values your comments and suggestions.

9. Internships must be approved prior to the work experience. Summer experience will not be retroactively awarded credit.

10. A majority of the hours of internship must take place during the academic term in which the internship is registered.

9/4/2013
III. Application

Obtain WC’s Internship Forms from Katy DeMedal, Associate Director of Career Center. E&B encourages students to negotiate their own internships. Writing letters, making telephone calls, and arranging meetings to locate a business that will sponsor your internship is part of the internship experience.

*Make sure all information is legible and accurate*

IV. Approval

Complete the Internship Form in its entirety before obtaining E&B signatures from:

- Business Internship – Professor Jesse Ligo
- Accounting Internship - Professor Jesse Ligo
- Economics - Dr. Daniel Fischmar
- E&B advisor
- Dept. Chair – Professor Jesse Ligo

V. Participation

Participate in your internship. Prepare (1.) **Work Log**, (2.) **Resume**, (3.) **Industry** and (4.) **Reaction Report** documents for your E&B internship advisor:

1. **Work Log**

   - A typed summary of on-the-job activities and assignments
   - May consist of a daily “bulleted list” of OTJ activity
   - Omit personal or “after-hours” activities
   - Due at mid-point and the completion of your internship

2. **Professional Quality Resume**

   - Include internship experience
   - Resume will be retained as part of your student file
   - Due at mid-point and the completion of your internship

- Minimum length 3 pages
- Due by the midpoint of your internship
- Format to include:

  A. **Description of Industry**

     - Type of competitive environment (per Eco 150)
     - Average size of firms in industry
     - Emerging trends that will affect industry
     - Review Moody’s and Value Line Investment Survey
       - Sales and profit growth trends
       - Return on assets/Return on equity

  B. **Description of Business**

     - Stand-alone or one of a number of branches
     - Organizational structure (horizontal vs. vertical)
     - Size of your location
     - How location is organized (Who reports to whom? To whom do you report?)
     - Major customers/Major suppliers
     - Emerging trends that will effect your company

  C. **Major Competitors of Business**

     - Local, regional or national competition
     - SWOT (strengths, weaknesses, opportunities, threats)

- Minimum length 3 pages
- Due at the conclusion of your internship
- Format to include:

**A. Value Judgment of the Internship**

- Was it a good experience? Would you recommend it to others?
- Were you able to apply the academic business basics you learned at Westminster to your internship?
- How did the internship augment your academic studies in business?
- How did it advance your professional aspirations?
- How many professional contacts did you make? How many business cards did you collect?
- How many resumes did you distribute?

**B. How Will Your Career Choice be Influenced?**

- How did your perspective on a career change because of this internship?
- Are you more or less enthused about your choice of a career?
- What would you do differently while working with others?
- What “real-world pearls of wisdom” did you come away with?

**C. What Are the Next Steps to Start Your Career?**

- Who are the people you would contact about a job? How will you contact them? How will you get them to remember you more favorably than others pursuing the same type of position?
- Where in the country (world) will you look first for a job?
- What new strategies for launching a career would you use?