

WESTMINSTER COLLEGE
Department of Economics & Business

INTERNSHIP REQUIREMENTS & GUIDELINES
VITA PROGRAM

I. Eligibility

Requirements for receiving academic credit for an internship:

• Class Standing:	Sophomore, Junior or Senior
• Courses completed in Dept. of E&B prior to internship:	3
• 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). One credit-hour internships require at least 40 hours of OTJ participation (example: 10 weeks x 2 days-per-week x 2 hours-per-day = 40 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. Internship may be repeated, one credit each semester of participation. Maximum 2 credits for VITA participation during Westminster career.
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 not be a parent, grandparent or sibling.
8. Internships must be approved prior to the work experience. Summer experience will not be retroactively awarded credit.
9. A majority of the hours of internship must take place during the academic term in which the internship is registered.

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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:

1. Internship Advisor:
 - Business Internship - Professor Jesse Ligo
 - Accounting Internship - Professor Jesse Ligo
 - Economics Internship - Dr. Daniel Fischmar
2. E&B advisor
3. Dept. Chair - Professor Jesse Ligo

V. Participation

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

1. Work Log

- A typed summary of on-the-job activities and assignments
- Due at mid-point (First Friday in March) 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 the completion of your internship

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3. Reaction Report - A typed introspective summary of your internship experience. Please follow the report format prescribed by your E&B internship advisor.

- Minimum length 1 page
- 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 any basic business principles you learned at Westminster to your internship?
- How did the internship augment your academic studies in business?
- How did it advance your professional aspirations?

B. How Will Your Career Choice be Influenced?

- How did your perspective on a career change (if at all) because of this internship?
- Are you more or less enthused about your choice of a career?
- Based on your internship experiences, what did you learn about how best to work with others?
- What “real-world pearls of wisdom” did you come away with?