WESTMINSTER COLLEGE
School of Business
08-11-2017
INTERNSHIP REQUIREMENTS & GUIDELINES

I. Eligibility

Requirements for receiving academic credit for an internship:

- Class Standing: Sophomore, Junior, Senior
- Courses completed toward student’s major prior to internship: 4
- Prerequisite Courses: None
- Must have major in School of Business? Yes
- Required GPA: 2.0
- Type of grading for internship: S/U only

II. General Information

1. School of Business 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.

2. School of Business 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).

3. Internship grades are reported as “Satisfactory” or “Unsatisfactory.” School of Business does not issue letter grades for internships.

4. Internship credit hours represent “general elective” credit hours. Internship credit hours can qualify as BA elective credit hours.

5. School of Business may approve a second internship for recording on your WC transcript in special circumstances, if it differs “substantially and significantly” from your first internship.

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

7. Internship instructor may contact your work supervisor to monitor specifics of your internship.

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

9. A “round table” meeting of all students who have completed internships may be required to discuss the WC internship program. School of Business 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.
III. Application

Discuss your internship with your Internship Instructor (see section IV) and your Academic Advisor, and obtain that their oral acknowledgement of your interest in and qualification for the internship. Then call, visit (recommended), or email Katy DeMedal, Director of the Career Center, to notify the Career Center that you will be registering for an internship. Wait for return acknowledgement from the Career Center.

Once the Career Center acknowledgement is received, you will visit MyWestminster-Academics-Internship Request Form (Application for Internship Form) to complete an on-line application for an internship. Once the Request Form is completed online:

1. Submit your Request Form on-line.
2. Print a copy and obtain the signature of your on-site supervisor.
3. Return the original of your signed Request Form to the Career Center.

The application will go through several different approvals. Once approvals are received, you will be notified by the Registrar’s Office that your internship has been approved, and that you are now registered for the internship. Your registration process is now complete.

You can review all of these steps on the Career Center’s web page: http://www.westminster.edu/campus/services/career-center.cfm?academics

IV. Approval

Your application will be approved by several members of the School of Business as follows:

1. School of Business Academic Advisor
2. School of Business Internship Instructor
   • Accounting - Professor Jesse Ligo
   • Business - Professor Jesse Ligo
   • Economics – Professor Jesse Ligo
3. School of Business Chair – Professor Jesse Ligo

V. Participation

Participate in your internship. Prepare (1.) Work Log, (2.) Professional Quality Resume, (3.) Industry Report and (4.) Reaction Report documents for your School of Business internship instructor:

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
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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

3. Industry Report - A typed report detailing your company and its business segment. Please follow the report format prescribed by your School of Business internship instructor.
   - 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 affect your company
     C. Major Competitors of Business
        - Local, regional or national competition
        - SWOT (strengths, weaknesses, opportunities, threats)
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4. Reaction Report - A typed introspective summary of your internship experience. Please follow the report format prescribed by your School of Business internship instructor.

- 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?