I. Eligibility

Requirements for receiving academic credit for an internship:

- Class Standing: Sophomore, Junior or Senior
- Courses completed toward student’s major prior to internship: 3
- Prerequisite Courses: None
- Must have a 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). One credit-hour requires at least 40 hours of OTJ participation (example: 10 weeks x 2 days-per-week x 2 hours-per-day = 40 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 do not qualify as BA elective credit hours.

5. Internship may be repeated, one credit each semester of participation. Maximum 2 credits for VITA participation during Westminster career.

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 not be a parent, grandparent or sibling.

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), your VITA faculty advisor or your Academic Advisor, and obtain that person’s oral acknowledgement of your interest in and qualification for the internship. Then call, visit, 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, and (3.) Reaction Report documents for your School of Business internship instructor:

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

3. 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 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?