

*\*This document should be used as a reference for faculty while supervising student interns\**

### INTERNSHIP AGREEMENT

I (student) have read the guidelines for the internship program and agree to:

1. Provide written evidence of hours performed on the job.
2. Submit weekly logs each week to the faculty advisor.
3. Arrange conferences with my advisor no less than two times a month.
4. Submit an outline for my final paper by \_\_\_\_\_.
5. Submit my final paper by \_\_\_\_\_.

I understand that failure to meet the requirements on a timely basis will result in loss of points toward the final grade as noted in the grading guidelines.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Name

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
Date

### WEEKLY LOGS

Students must keep a weekly log or journal. Each faculty member should have a list of questions that the student should consider in his/her journals, such as:

- ✓ What did I learn today about myself?
  - ✓ What did I learn today about this organization?
  - ✓ Who did I meet this week? What was my impression of the people I met?
  - ✓ Did I enjoy my work at the internship? Why or why not?
  - ✓ Do I like working in this field?
  - ✓ What skills or abilities would be beneficial to my success in this field?
  - ✓ What ways exist for me to objectively evaluate my performance in this internship?
  - ✓ What would be the best examples of my performance?
  - ✓ What did I learn from the internship overall (at the end)?
- Students should set down in writing their reasons for wanting to do the internship as well as some outcomes of the internship that the student is seeking. These can be used at the end of the internship to evaluate the success of the internship from the point of view of the student.
  - Students should be encouraged to send their logs to faculty ahead of the time that they meet with their advisors. Logs should be in-depth descriptions and reflections of the student's experiences, not just a list of activities worked on.
  - Students should be encouraged to explain in-depth what they are doing so that the faculty member can better understand what the student is doing. This will help the faculty member provide direction to the student.

## FINAL PAPER

The final paper is very different from the journal, although the journal will serve as valuable content for the student to write the final paper. The final paper is intended to be an analytical piece of work summarizing and analyzing the work experience. If the work is not particularly analytical, then the student should be encouraged to examine analytically the way in which the industry works, the way in which decisions seem to be made in the department, and the processes that can be improved. Each faculty member should work closely with their interns to determine the ideal content and scope of the final paper based upon the experience of each intern on the job.

Students should be instructed to select their topic and submit an outline or description of what the final paper will be. The learning agreement includes a DUE DATE FOR THE OUTLINE. This date should be at least a month before the end of the semester so that the student has sufficient time to do a deep analysis of a topic or work project. The paper should:

- a) apply theory learned in classes or suggested by the professor
- b) possibly make recommendations to the company

Ideas for final papers are as follow:

- (1) Student describes a project of some consequence that they did on the job. The student then explains what they learned, what the value of the project was, and possibly, their contribution to the company/department.
- (2) Student describes the process or list of procedures that are used in the office: to develop a new ad, to sell a prospective customer, to develop a list of potential customers, to evaluate advertising spend vs. revenue, to show the way to execute an employee layoff, etc. This requires that the student know all the players in the process and what they do and contribute to the process. Student may need to interview individuals in the process in order to complete this project or may need to do library research.
- (3) Student writes about what it means to be a professional working at X company, or about the professional standards of working in an office like X. This could be a project for a student who hasn't worked in an office and perhaps has had few major projects to work on, but ran errands and set up displays for a fashion company. This kind of project should qualify for 0 credit or 1 credit toward the degree. For a higher credit internship, the faculty member could have the student do more research about what stockbrokers do, how wealth management companies make their money, how advertising is changing, etc.

## GRADING (Recommended)

<b>Weekly Logs</b>	<b>30%</b>
<ul style="list-style-type: none"><li>- Well-written, clear explanations of work, job, relationships, systems</li><li>- Strong content with evidence of business knowledge/principles</li><li>- Handed in weekly/on-time (at least 10 log entries)</li></ul>	
<b>Meetings w Faculty Advisor</b>	<b>10%</b>
<ul style="list-style-type: none"><li>- Timely scheduling and high content conferences</li></ul>	
<b>Final Paper</b>	<b>60%</b>
<ul style="list-style-type: none"><li>- Good, complete, thorough outline</li><li>- Thesis statement</li><li>- Analysis and observation</li><li>- Transitions</li><li>- Use of outside source material</li><li>- Strong references to course material</li></ul>	

---

<b>Total</b>	<b>100%</b>
--------------	-------------