

BuAd 4970 INTERNSHIP (1 to 12 credits)

An experience in which students serve in a full or part-time supervised field position in business administration or computer information systems, in a public or private organization. The student is expected to demonstrate and contribute acquired knowledge and skills to the entity, and be exposed to more than just routine, entry-level, or part-time staff business operations. Students should arrange for this class during the semester prior to the internship. Students may register for only one business administration or computer information systems internship during their BSU academic career. Students will be required to report (daily journal & final comprehensive paper) experience upon completion. Upon completion, students must return to BSU for at least one full-time semester. Graded Satisfactory / Unsatisfactory.

Students must register for internship credits during the semester they experience the internship

Bemidji State University Business Administration Internship Program Department of Business Administration

- I. Statement of Objectives: to afford the intern the opportunity to perform the duties of a position which would normally require a person with a bachelor's degree in the intern's specialty.
 - A. This will allow the intern to experience classroom theory related to business practice in the area of specialty. Such an experience should allow the student to derive greater benefit from the remaining course work.
 - B. This experience will give the student more insight into assessing personal strengths and weaknesses before graduation and still have the opportunity to take classes to correct weakness. The Business Administration Department believes that this insight is important and the student will be able to plan remaining courses toward a career more realistically.
 - C. The returning intern's class contributions should enrich the content of the department's upper division courses.
 - D. An internship is assumed to be a new experience and should not be a repetition of previous work experience before college.

- II. Statement of Policy
 - A. Admission to Internship Program
 1. The intern program will be open to junior and senior students who have been admitted to one of the business administration department majors. It is recommended that interested students file for the internship program when they are juniors so they can plan the semester before, during, and after the internship at that time.
 2. The student must complete at least one semester of course work on campus following the internship program. (Two summer sessions = one semester.) During this one semester of course work, at least three credits of upper division business classes must be taken.
 3. Prior to the internship, the student must have the necessary prescribed coursework to make the internship a meaningful experience in terms of the intern observing the practical application of theory. As an example: a finance student would be expected to have completed the Business

Administration Core courses plus three of the four classes in the finance concentration.

4. All interested students in the internship program should plan their schedule with their major advisor and internship advisor, for the semester before the internship, during the internship, and the semester after the internship. In other words, the prospective intern should have all three semester's schedule planned one semester before the internship.

B. Evaluation of the Intern

1. The intern will receive between 1 to 12 semester hours credit for the internship semester.
2. The intern's semester hours credit will be on a pass/fail basis.
3. The disposition of credit for the internship will be to general electives.
4. The intern is responsible for a daily journal and term paper explaining the experience encountered while on the internship program. The paper will be coordinated with the internship advisor.