



Departmental Internship Agreement

BuAd 4970 Internship (1 to 12 credits)

An experience in which students serve in full or part-time supervised field position in business administration or computer information systems, in a public or private organization. Intern 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 internship during semester prior to internship. Students will be required to report (weekly journal & final comprehensive paper) experience upon completion. Department of Business Administration faculty *recommend* students return to BSU for at least one semester upon internship completion. Graded Satisfactory / Unsatisfactory.

Although not exact, one credit of internship is approximately equal to 40 hours.

Complete Bemidji State University Internship Application and procure required signatures as directed by the university internship application.

Read and agree, by date and signature, this Business Administration Department Internship Agreement.

Interns must register for internship credit during the semester they experience the internship.

Register for BuAd 4970 Internship credits online through eSERVICES in my BSU. Insert the number of desired credits (up to 12), if you are experiencing an internship for university credit.



Statement of Objectives

- ✓ afford intern opportunity to perform duties of a position which would normally require a person with a bachelor's degree in the intern's specialty
- ✓ allow intern to experience classroom theory related to business practice in area of specialty
- ✓ allow returning intern to derive greater benefit from remaining coursework
- ✓ provide insight into assessing personal strengths and weaknesses prior to graduation, and have opportunity to take classes to improve in necessary subject areas
- ✓ internship is a new experience; not repetition of prior experience before college

Statement of Policy

- ✓ open to junior and senior students
- ✓ intern candidates must have the necessary prescribed coursework to make internship meaningful; experience practical application of theory

Evaluation of the Intern

- 1. Grade will be Satisfactory/Unsatisfactory**
- 2. Maintain weekly log of responsibilities & accomplishments (1 page per week)**
- 3. Write final comprehensive report of internship experience (6 pages min.)**
- 4. Completed survey from internship organization supervisor**

Intern Signature & Date of Agreement _____