

School of Business Administration Cooperative Education/Internship Application & Information Packet

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Cooperative Education/Internship Program (CEIP)

General Overview

The purpose of the MSU Cooperative Education/Internship Program (CEIP) is to offer students the opportunity to obtain college credit and career related experience through participation in employment opportunities. An internship is a pre-professional learning experience that offers meaningful, practical work experience related to a student's field of study or career interest. Internships allow students to apply principles and theories learned in the classroom in a professional environment and provide students with an opportunity for career exploration and development as well as to learn new skills.

It is the student's responsibility to secure a Cooperative Education/Internship position at a business/industry work site where the student will be engaged in activities related to their academic program and career objectives. The student will perform duties and services as assigned by the work supervisor and CEIP coordinator. In some instances, CEIP credit may be obtained by students with current employers, however, the CEIP proposal must clearly indicate new areas of responsibility or a special project in which the student participates. Students are able to earn three semester credit hours for a minimum of 180 hours of work performed under the supervision of a qualified work-site supervisor.

In order to participate in the CEIP, students:

- **Must have completed at least 9 semester hours at MSU in regular classroom or online courses. Independent study, internships, special problems, or other cooperative education courses are NOT acceptable to meet this requirement.**
- **Must be in a BBA program in the School of Business Administration.**
- **Must have a minimum of a 3.0 overall grade point average, with at least a 2.75 grade point average in courses within the School of Business Administration. Note that some internship organizations require a minimum 3.0 grade point average.**
- **Must be qualified to enroll for upper-division university credit at the 300-400 level.**
- **Must submit the completed internship application, with all appropriate forms signed (where appropriate), and submitted this application to the CEIP Coordinator according to the following schedule:**

Semester/Term	Application Deadline
Summer I or 8-week Summer	<i>May 1st</i>
Summer II	<i>June 1st</i>
Fall	<i>July 1st</i>
Spring	<i>December 1st</i>

Student Responsibilities

1. Students must understand and comply with all internship guidelines.
2. Students are required to identify an acceptable employment opportunity and negotiate the structure and terms of the internship. The student must identify the location for the internship, assigned duties and responsibilities, work hours, objectives, and (if applicable) travel, housing, and employee benefits. As academic credit is earned through the experience, opportunities such as the following are not considered an internship:
 - Positions with primarily clerical tasks
 - Jobs that provide little or no opportunity for students to gain practical experience that complements their academic learning
 - Part-time jobs with little or no training, guidance, or supervision
 - Volunteer positions
3. Students are responsible for ensuring that all required internship application materials are accurately and completely submitted by the deadline. Application materials include:
 - CEIP Internship Agreement (Form 1) – requires signatures from student and work site supervisor
 - CEIP Internship Objectives (Form 2) – requires signatures from student and work site supervisor. Note that an email message from the work site supervisor can be used in lieu of Form 2.
 - Current résumé
 - Academic program evaluation/checksheet (from Datatel)
4. Students are required to fulfill employment requirements at the internship organization, including background checks and drug testing.
5. Students are expected to conduct themselves as professionals and in accordance with the standards of the organization that is sponsoring the internship. Since the personal appearance of the students conveys to the public a general impression of the University and the sponsoring organization, attire should follow established guidelines in the internship organization.
6. Students must maintain a CEIP Internship Journal during the time of the internship to record experiences associated with work-related activities during the internship, citing specific experiences dealing with problems (technical and/or organizational), criticism, individual differences, cultural biases, hours worked, tasks, and objectives accomplished. The student will be responsible for providing this journal to the CEIP coordinator at the end of the internship experience. The CEIP coordinator may require a midterm journal submission as well.

7. Students must submit weekly progress reports to the CEIP coordinator by email, due each Monday on/before midnight. Form 3 provides a sample format for these weekly reports and instructions for completing/submitting the reports.
8. It is the student's obligation to maintain contact with the CEIP Coordinator during the internship, and to report any problems or concerns to the CEIP Coordinator during the internship.
9. Students are to provide the work site supervisor with a copy of the CEIP Final Internship Performance Evaluation Form. The work site supervisor should review the completed performance form must be sent to the CEIP Coordinator by the work site supervisor no later than a week **PRIOR TO** the completion of the internship.
10. Students must submit an Internship Portfolio to the CEIP coordinator at the end of the internship experience, but no later than one week prior to the end of the term in which the student is registered for the co-op/internship course. Required portfolio contents are shown on the last page of the application packet.
11. At the discretion of the CEIP coordinator, the student will be responsible for scheduling an appointment or phone interview for the coordinator and the work site supervisor. Such meetings may be scheduled prior to approval of the internship or at any point during the internship. The CEIP coordinator will attempt to meet or call the work-site supervisor at least once during the internship.
12. Students must satisfactorily complete a minimum of 60 hours of internship experience for each hour of college credit. Most students earn 3 credit hours through the internship experience, thus completing a minimum of 180 hours at the internship organization. A typical work arrangement may include 12 hours per week for 15 weeks; however, other hourly arrangements may be agreed upon by the work site supervisor and student. Note that students may apply a maximum of 3 credit hours toward their BBA degree program requirements.

Employer Responsibilities

1. The sponsoring organization should comply with NACE (National Association of Colleges and Employers) guidelines for internships as follows:
 - The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee could routinely perform.
 - The skills or knowledge learned must be transferrable to other employment settings.
 - The experience has a defined beginning and end, and a job description with desired qualifications.
 - There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.

- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
 - There is routine feedback by the experienced supervisor.
 - There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.
2. The internship organization provides students with a bona fide career related work experience and provide supervision, guidance, and training sufficient to afford the student an opportunity to successfully perform the work assigned.
 3. Sponsoring organizations are expected to allow the student to actively contribute to work site activities.
 4. The internship organization should challenge the student with assignments and responsibilities that require application of skills and knowledge, and not assign the student (only) to menial tasks or tasks others wish to avoid.
 5. The internship organization plays a critical role in determining the value of the learning experience and assigning an academic grade. By accepting this role, supervisors agree to serve as a role model; to contribute their experience, knowledge, and supervisory abilities to an important practical learning experience for an interested undergraduate student.
 6. The work site supervisor must submit to the CEIP Coordinator a written evaluation of the student's performance and progress at the end of the internship (Supervisor Performance Appraisal), but no later than one week prior to end of term in which the student is registered for the co-op/internship course. Given that the employer performance appraisal is a major part of the student's final evaluation, a reasoned and well-articulated opinion by the supervisor is expected and appreciated.

Prior to sending to the CEIP Coordinator, this evaluation should be reviewed with the student and signed by the work site supervisor and the student. A copy of the signed form should be given by the employer to the student.

7. Sponsoring organizations are expected to comply with all federal and state employment, safety, and civil rights laws applicable to the positions filled, and provide students with a safe working environment.

CEIP Coordinator Responsibilities

1. The CEIP Coordinator is expected to assist students in locating internship opportunities that provide employment opportunities in career-related positions to supplement their academic specialty. Students are encouraged to search for internship positions outside the Morehead service region, or in their home towns if desired.

2. The CEIP Coordinator should ensure that the approved internship is consistent with the student's academic program and career goals. Internships must provide the student with an opportunity to apply skills gained in the academic setting to real work situations, must be directly related to the student's academic and career objectives, and are expected to serve as a supplemental source of learning.
3. The CEIP Coordinator reviews all internship applications to ensure that participating students meet all eligibility criteria and that the employment.
4. The CEIP Coordinator reviews student progress and assigns a final grade for the internship.

Internship Form 1 – Internship Agreement

This course provides junior/senior level students an experiential learning opportunity to work in an approved career related position, either on-off campus at a work site associated with the student's academic program.

Term: _____/20____

Requested # of Credit Hours: _____

(Note that 1 credit hour must include a minimum of 60 clock hours of work experience, thus 3 credit hours requires a minimum of 180 clock hours of work experience)

Student Name: _____ ID#: _____

Academic Program: _____

GPA (overall): _____ GPA (business courses): _____

Local Address: _____

Home Address: _____

Daytime/Cell Phone: _____ Email address: _____

Proposed Internship Organization: _____

Organization Address: _____ Phone: _____

Supervisor Name: _____ Title: _____

Number of Hours Planned Per Week: _____ Number of Hours Planned for the Term: _____

Physical Limitations: Yes _____ No _____ If Yes, explain _____

The Student and Work-Site Supervisor agree to comply with all stipulations and requirements as provided in the internship application form.

(Student Signature)

(Date)

(Work Site Supervisor)

(Date)

(CEIP Coordinator)

(Date)

Internship Form 2 – Internship Objectives

During the _____ semester/term, 20 ____, in cooperation with my internship work site supervisor and CEIP coordinator, I will accomplish the following list of objectives:*

1.

2.

3.

4.

{add more objectives as needed}

(Student Signature)

(Date)

(Work Site Supervisor)

(Date)

Work Site Supervisor email: _____

(CEIP Coordinator)

(Date)

** I understand that the Work-Site Supervisor's Final Evaluation of my progress toward meeting above list of objectives is required for successful completion of the internship.*

Internship Form 3 - Supervisor Performance Appraisal

Supervisor Performance Appraisal for Internship

Student Name	Student Email	
Supervisor Name	Work Period (inclusive)	Total # Hours Worked
Supervisor Company and Title	Supervisor email	

Work Performance	<i>Excellent</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>Poor</i>
Attendance and punctuality	15	12	10	4	2
Quality of work performed	5	4	3	2	1
Quantity of work performed	5	4	3	2	1
Time management skills	5	4	3	2	1
Preparation for this job	5	4	3	2	1
Overall Performance	15	12	10	4	2

Personal Qualities	<i>Excellent</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>Poor</i>
Ability to learn	5	4	3	2	1
Ability to communicate	5	4	3	2	1
Adaptability	5	4	3	2	1
Appearance	5	4	3	2	1
Attitude	5	4	3	2	1
Dependability	5	4	3	2	1
Initiative	5	4	3	2	1
Judgment	5	4	3	2	1
Relation with clients	5	4	3	2	1
Relation with coworkers	5	4	3	2	1

{Evaluation continues on next page}

Supervisor Performance Appraisal (cont'd)

General Comments on Student Work

Positive Attributes Displayed

Suggestions for Improvement

Other Comments

Has this evaluation been discussed with the student? Yes No

Student Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Please return this signed evaluation to:

*Dr. Greg Russell
Associate Dean, School of Business Administration
Email: g.russell@moreheadstate.edu
Fax: 606-783-5025*

Internship Form 4 – Weekly Progress Reports

Beginning the second week of the internship, weekly internship progress reports are to be submitted to the CEIP Coordinator at/before midnight each Monday until the final week of the internship. These reports should include:

- Internship organization name
- Week number
- Calendar dates for week (e.g., “Monday, August 1 – Friday, August 5”)
- Details associated with tasks completed by the student the previous week
- Number of hours worked during the week

A sample report format is shown below. Students are strongly encouraged to utilize this format in preparing weekly progress reports. Note that the “Internship Activities” column should provide a detailed account of tasks/activities in which the student participated each day (thus more space may be needed than is provided in the sample report below).

These reports must be submitted by email to the CEIP Coordinator by no later than midnight each Monday of the internship (excluding the first and last week). When submitting reports, the filename should include the student’s name and week number (e.g., “GRussell Week2 Report”).

{Sample report}

Weekly Internship Progress Report

Student Name: Jane Smith
Internship Organization: Morehead State University - Office of Human Resources
Week Number: 2
Date: August 1 – August 5, 2016

Day	Internship Activities	# of Hours Worked
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
	<i>Total number of hours worked during week</i>	

Internship Portfolio

Upon completion of the internship, each student is required to submit an Internship Portfolio (Word document) and submit by email to the Faculty Coordinator. This portfolio must contain the following elements:

- I. Title Page
- II. Final Log of Activities
- III. Weekly Progress Reports
- IV. Summary of the Internship
 - A. Brief description of internship objectives
 - B. Did you achieve the objectives of the internship? If not, what prevented completion of the objective?
 - C. What did you learn from this internship experience?
 - D. Would you recommend this internship to another business student? Why or why not?
- V. Revised résumé which includes the internship and the name/contact information for the internship supervisor.
- VI. Additional (optional) information – should be included in appendices:
 - A. Company literature
 - B. Organizational chart for company
 - C. Work product (work completed) – presentations, manuals, procedure guides, web pages, applications that were developed, etc.
 - D. Certificates earned during the internship