

## **ACADEMIC INTERNSHIP MATERIALS** *for the STUDENT*

<ol style="list-style-type: none"> <li>1. A student must have at least an overall Belhaven GPA of 2.50.</li> <li>2. A student must be classified as a junior or a senior.</li> <li>3. The internship must be directly related to the student's academic major.</li> <li>4. A faculty member must supervise the internship.</li> <li>5. A company/organization must agree to place the student in a position in which the student will gain exposure to new responsibilities and apply academic principles.</li> <li>6. The student must submit a complete internship application to the School of Business Internship Coordinator one week prior to the date for Registration in order for there to be ample time for administration to provide internship approval.</li> <li>7. Approval must be given by the appropriate university personnel before the student may register for the internship.</li> <li>8. The deadline for registering for an internship is the same as a regular class; the last day to register for an internship will be the last day a class may be added. For specific dates check your catalog.</li> </ol> <p style="margin-top: 20px;">Note: All of the required forms must be complete before you register for the internship.</p>	<p>Students who wish to receive credit for internship experience should follow this step-by-step checklist of procedures.</p> <ol style="list-style-type: none"> <li>___ 1. Choose an organization to host the internship. Submit their name to the School of Business Internship Coordinator so they may receive the required forms.</li> <li>___ 2. Choose a faculty supervisor who will benefit your educational goals. Obtain a copy of the course syllabus. The syllabus will be constructed by your faculty supervisor.</li> <li>___ 3. After the completed forms are received from the company/organizations, the student will meet with the faculty supervisor and internship supervisor to discuss goals and expectations.</li> <li>___ 4. Submit a completed and signed student application to the School of Business Internship Coordinator for final approval and take it to the Registrar's office for processing.</li> <li>___ 5. Register for the internship in the Registrar's Office.</li> <li>___ 6. Contact company/organization to determine starting date of internship, as well as appropriate code of dress.</li> <li>___ 7. Begin the internship.</li> </ol>
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## STUDENT INTERNSHIP APPLICATION

Course Number: \_\_\_\_\_

Number of Credit Hours for this Internship: \_\_\_\_\_

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

ID# \_\_\_\_\_ Class: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: (Local) \_\_\_\_\_ (Cell/Other) \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Overall Belhaven GPA \_\_\_\_\_

Name of Supervising Faculty: \_\_\_\_\_

Name of Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Internship Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Internship Experience: From: \_\_\_\_\_ To: \_\_\_\_\_

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I approve the Sports Administration Internship in this application as consistent with Belhaven's unique mission.

Chair, Sports Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. Howard Barte, Jr.

I approve the Business Internship that is described in this application as consistent with Belhaven's unique mission.

Dean, School of Business Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. Chip Mason

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1. Give a formal internship description: (What are the responsibilities, goals, etc.?)
2. Give an explanation of how specific knowledge attained in the classroom will be applied on the job during the internship.
3. How will this internship enhance your understanding of how Biblical principles are relevant to the marketplace?
4. How does this internship relate to your major?



## BUSINESS INTERNSHIP APPROVAL FORM

Student's Name (Print) \_\_\_\_\_ No. of Credit Hours \_\_\_\_\_

I agree to register for the required hours and perform duties of this internship as outlined in the course syllabus and in conjunction with my faculty advisor.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

I have discussed with the student and have determined the requirements with the company organization in order for the student to receive academic credit. I also agree to act as supervisor for this internship.

Faculty Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

I agree to supervise this student in the internship experience that is described in this application.

Job Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed this Internship paperwork and it has been approved.

Internship Coordinator Signature \_\_\_\_\_ Date: \_\_\_\_\_

I approve the internship that is described in this application as consistent with Belhaven's unique mission.

Dean, School of Business Signature \_\_\_\_\_ Date: \_\_\_\_\_

## ACADEMIC INTERNSHIP MATERIALS *for the FACULTY SUPERVISOR*

An internship is work experience planned and organized to complement a particular academic program, not to replace it. In order to enhance Belhaven's tradition of academic excellence, the purpose of internship must reflect this strong commitment. The goal of internship is to ensure that Belhaven's unique mission is upheld in and through this practical workplace experience. We want this experience to help students make the transition from the classroom to the work world and thus help equip the student to serve Christ Jesus in their careers, in human relationships, and in the world of ideas. The internship must provide opportunities in applying and testing classroom theories and for learning experiences gained from outside the classroom.

In planning an internship, faculty members should remember that an internship is replacing a three hour course that commands approximately 135 hours of the student's time in study and class attendance including 45 hours of teaching by a competent professor. When developing the internship, faculty members should consider carefully what skills the student is to perform, lessons that they should learn, and skills that they should acquire through the internship experience. **A course syllabus for the internship experience must be constructed before the student may be approved for the internship.** This will enable the faculty members to more clearly establish goals and objectives for this educational experience.

When you sign the application giving your approval for a student internship, you are affirming that the work experience has been arranged to accomplish the educational purposes of Belhaven University. You are affirming that the program of learning in the internship goes beyond mere job experience to such an extent as to warrant the specified amount of course credit. Lastly, when you approve a student's internship experience, you are affirming your commitment to the extra work load of supervising and evaluating the student's work to assure compliance with the academic standards of your department and Belhaven University.

**Give this page to your faculty supervisor.**

## FUNCTIONS OF THE FACULTY SUPERVISOR

STUDENT'S NAME \_\_\_\_\_

To insure the quality of the student's internship experience, the following functions of the faculty supervisor are expected.

Please place your signature and the date beside/below each item as it is completed. When all items are complete, return this page to the School of Business Internship Coordinator to receive remuneration. **Note: The student will receive neither credit nor a grade for the internship until all paperwork is complete.**

- 1) Develop a specific course syllabus for the internship experience that challenges the student to pursue this study by applying Biblical principles. Include goals, objectives, and specific expectations of the student of an academic, ethical, and spiritual nature.

Faculty \_\_\_\_\_ Date Completed \_\_\_\_\_

- 2) Meet with the student at least once a month (once a week in summer terms) to discuss the internship experience and its relationship to the student's academic course work and personal/career development. (If the student is outside the Jackson area, phone conversations will be acceptable.)

Faculty \_\_\_\_\_  
(Month 1) Date Completed \_\_\_\_\_ (Month 3) Date Completed \_\_\_\_\_  
(Month 2) Date Completed \_\_\_\_\_ (Month 4) Date Completed \_\_\_\_\_

- 3) Require the student to submit written reports that satisfactorily demonstrate an understanding of the relationship between the formal theories in the field and their practical applications. A final paper should be submitted at the end of the internship to include the student's overall learning experience.

Faculty \_\_\_\_\_ Date Completed \_\_\_\_\_

- 4) Visit the work site at least once a semester during the internship to observe the work of the student and to discuss the student's performance with the job's supervisor. (If the student is outside the Jackson area, a phone conversation with the job's supervisor will be acceptable.)

Faculty \_\_\_\_\_ Date Completed \_\_\_\_\_

- 5) Call the job's supervisor periodically to insure satisfaction with the student's work.

Faculty \_\_\_\_\_ Date Completed \_\_\_\_\_

- 6) Submit this completed sheet to the School of Business Internship Coordinator. Only after this sheet is submitted will a student receive a grade for the internship.

As faculty supervisor for the internship, you may have other requirements which will enable the student to account for his/her time spent in the internship. Your personal discretion may be used in supervising the internship, taking into account the minimum requirements listed above.

**Give this page to your faculty supervisor.**