

Belhaven University School of Business

Internship Handbook

Revised Summer 2023



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This handbook is intended as a comprehensive overview of the internship process for all BU Business Students. Please familiarize yourself with the entire contents of this document, as it does pertain to you.

Who has to have an Internship?

Business students must complete a 120-hour internship in their major field of study. Internship hours can be obtained in a few weeks or over the course of a semester, depending on student and employer needs. Students must have completed a minimum of 12 hours of Business courses and a minimum cumulative GPA of 2.5 in order to enroll, but are encouraged to complete the internship during one of the final two semesters of their education. The internship experience is designed to be summative, and therefore it is critical that it be completed late in the course rotation. Students with less than a 2.5 GPA can take the BUS 445 – Site Observation in Business course as a substitute for the Internship requirement. Sports Admin students must complete an internship (if they have a 2.5 GPA) or the SMA445 – Site Observation course for those students with a GPA of less than 2.5.

What are the Internship requirements?

1. Obtain approval for an internship in your major field of study from the Department Chair
2. Complete 120 supervised internship hours.
3. Register for the Internship course using forms in Appendix A
4. Complete all course activities.
5. Supervisor must complete an evaluation (see Appendix A)
6. You must complete a self-evaluation (see Appendix B)
7. Your portfolio must contain all the required documentation and be evaluated by your Program Coordinator.

Who is responsible for finding the Internship?

Students are responsible for finding their own internship. Occasionally, faculty will become aware of internship opportunities and will pass those along to students as they become available. The Belhaven Business faculty is working to develop relationships in the local community where internship opportunities can be obtained. You may also find internship opportunities through the Belhaven University Career Center.

What do I look for in an Internship?

You must look for an internship in your major field of study that will grow and develop your skills. For example, if you are an Accounting student, your internship should be performing accounting duties. Marketing students should be actively participating in marketing activities. Your Department Chair **WILL NOT** approve an internship where you are simply getting coffee and answering the phones. **A good rule of thumb to remember is if you don't need a college degree to get a particular job, then that job isn't a good candidate for an internship.**

Does it have to be a paid internship?

No. Many internship opportunities are paid, but not all of them. This is a decision you have to make for yourself. Sometimes the best internships are unpaid, but if you have to earn enough money to stay in school, this may not be for you. Also, don't get sucked into the idea that you can only do one internship. You are required to do one that will be evaluated, but you can (and should) participate in as many internships as possible! It's all about making connections!

How do I get approval for my Internship?

You will need to discuss the internship opportunity with the Internship Coordinator, first. The Internship Coordinator will require the following information before considering your internship for approval:

1. The name, address, phone number of the organization where you will be interning.
2. The name and email address of the person in the company who will be supervising your internship.
3. A job description that identifies what activities you will be performing during the internship.

When do I register for the Internship Course?

You must register for the internship course during the semester that you are completing the internship.

This means that if you are planning to complete the internship during the summer, you **MUST** register for the course during the summer. This is a federal rule having to do with financial aid, and we cannot deviate from it. Therefore, when seeking out an internship, you must be sure the employer is willing to work with you during a semester. It also means that you need to plan ahead of time so that you will know when to register for the course.

What are the requirements for the Internship Course?

The internship courses are identified as ACC-450, BUS-450, and SMA-450

1. Provide your Faculty Mentor with contact information for your internship (even though you have done so previously).
2. Prepare a reflective essay- A 7-10 page essay on the approved work experience that includes reflections on the procurement process, work experience, and integration of the academic coursework taken to date. Include specifics on how the work experience aided new learning, expanded personal growth, and/or improved skills. You should also include a section on the integration of faith into the work environment. Make sure any additional requirements in the syllabus are covered in the essay. A 10 to 15-minute power point presentation should also be prepared for the faculty mentor and any other interested parties (see Appendix A)
3. Complete a Self-Evaluation Survey (see Appendix B)
4. Provide permanent contact information for yourself to the Internship Coordinator and your Faculty Mentor.
5. Within your canvas course, complete an updated portfolio which requires the following:
 - a. Internship job description (created during Internship course)
 - b. Internship paper (created during Internship course)
 - c. Internship employer evaluation (created during Internship course)
 - d. Internship student self-evaluation (created during Internship course)

If any of these elements are missing from your portfolio, you will NOT receive credit for the Internship Course!

How is the Internship Graded?

The internship is a pass/fail course. You must complete the activities required by the employer you are interning with, and submit all assignments to the satisfaction of your Faculty Mentor. Any assignment that does not meet the Faculty Mentor's approval must be corrected and resubmitted until it receives approval. Therefore, there are due dates throughout the course. If you are missing any of the required elements from your portfolio, you will not receive credit for the internship. **In addition to the requirements of the internship and the portfolio submission, your internship supervisor will be asked to determine whether or not they would hire you upon completion of the internship, if they had a position available. If they indicate that you would not be considered for hire, you will not receive credit for the internship.**

If you receive a "would not hire" recommendation from your internship employer, you may appeal to the Faculty Mentor, in writing, for a review by the Business Faculty. The Faculty Mentor will speak to the employer, and review the internship information with the Business Department Chair. At this point, the Business Department Faculty will vote to extend credit for the internship or not. This process will take no more than 2 weeks to complete. If the student is a graduating senior, the faculty will accelerate the process to be completed within 2 days. **It is the student's responsibility to initiate the appeal process.**

Internship – Primary Beneficiary Test

The primary beneficiary test is a “flexible test” with seven non-exhaustive factors:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

1. A student must have at least an overall Belhaven GPA of **2.50**.
2. A student must be classified as a junior or a senior.
3. The internship must be directly related to the student's academic major.
4. A faculty member must supervise the internship.
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.
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.
7. Approval must be given by the appropriate university personnel before the student may register for the internship.
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.
9. **International Students must have CPT Papers signed before starting ALL Internships.**

Note: All of the required forms must be complete before you register for the internship.

Students who wish to receive credit for internship experience should follow this step-by-step checklist of procedures.

- ____ 1. Choose an organization to host the internship. Submit their name to the School of Business Internship Coordinator so you may receive the required forms.
- ____ 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.
- ____ 4. 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.
- ____ 5. Submit a completed and signed student application to the School of Business Internship Coordinator for final approval. (go to step 7, unless you are an International Student)
- ____ 6. International Students, must take the signed and approved Internship Paperwork to the International Student Adviser. You will then receive your CPT Paperwork to get signed and approved.
- ____ 7. Register for the internship in the Registrar's Office. International Students, please attach a copy of the CPT Paperwork to the Internship Paperwork.
- ____ 8. Contact company/organization to determine starting date of internship, as well as appropriate code of dress.
- ____ 9. Begin the internship.

STUDENT INTERNSHIP APPLICATION

Course Number: _____

Number of Credit Hours for this Internship: _____

Are you an International Student? Yes: ☐ or No: ☐ (*check applicable*)
If so, please provide CPT papers with this application.

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 Company Internship Supervisor: _____

Phone #: _____ Email Address: _____

Date of Internship Experience: From: _____ To: _____

This internship is a/an (please circle one choice):

Accountancy Studies Internship

Business Administration Internship

Computer Information Systems Internship

Fashion Merchandising Internship

Sports Management Internship

Give pages 2-4 to School of Business Administrative Assistant, Keely Allen (Stuart Irby 207) - kallen@belhaven.edu

1. Give a formal internship description: (What are the responsibilities, goals, etc.?)
2. Explain 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. I also agree to bring the Job Supervisor Internship evaluation form back to my Faculty Supervisor.

Student Signature _____ Date: _____

I agree to supervise this student in the internship experience that is described in this application. I also agree to complete the Job Supervisor Internship Evaluation form at the end of the internship and hand it back to the student.

Job Supervisor 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 agree to act as supervisor for this internship. I also agree to get the Job supervisor Evaluation form from the student and hand it to the Internship Coordinator. I have reviewed this Internship paperwork, and it has been approved.

Supervising Faculty Signature _____ Date: _____

Internship Coordinator Signature _____ Date: _____

The Belhaven School of Business Internship program has been approved by the Dean of the School of Business.

Date: _____

Brett Andrews, Ph.D., MBA
Dean, School of Business

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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. A draft syllabus is available in the School of Business Dean's office.**

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

STUDENT'S NAME _____

To ensure 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, 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.

JOB SUPERVISOR INTERNSHIP EVALUATION FORM

Intern Name: _____ Semester: _____

Training Site: _____ Total Hours Completed: _____

Evaluation Criteria (check any that applies)

	Exceeded Expectation	Met Expectation	Below Expectation
Intern was punctual and reliable in his or her attendance			
Intern exhibited a sense of professionalism			
Intern carried out daily duties in a responsible manner			
Intern maintained positive relationships with others			
Intern completed the proposed training objectives in a competent manner			
Overall evaluation of the intern's work and progress during the internship			

As a result of the internship, the intern could be considered a valid candidate for an open position, if available.

☐ Yes ☐ No

Comments: _____

Job Supervisor's Signature

Job Supervisor's Title

Date

Give this to your Job Supervisor. To be handed in to your Faculty Supervisor on Completion.

APPENDIX B

STUDENT SELF-EVALUATION OF INTERNSHIP FORM

Introduction and Purpose:

Congratulations on completing your internship! We hope that you had a positive, productive, and successful experience. The purpose of this evaluation is to provide you with an opportunity to (i) reflect on your internship activities and (ii) offer your candid and honest assessments of your performance and degree of learning during the internship, and the overall quality of the internship experience. This evaluation is an important tool in our program of continuous improvement, and it provides valuable data and information that will be used to identify areas where changes and improvements are needed and to help us improve the educational experiences for future students.

Evaluation Composition:

The evaluation is composed of the following parts:

Part I: General Informational Items

Part II: Your Evaluation of the Organizational Environment of the Internship Site

Part III: Evaluation of Your Internship Performance

Part IV: Evaluation of Your Degree of Learning

Part V: Summary Evaluation and Other Comments

Part VI: Demographic Information

General Instructions:

1. Please give careful consideration to all of the items in the evaluation form and provide thoughtful, candid, and accurate responses to each of the items.
2. For each evaluation item, please also provide specific comments and suggestions for changes and improvements.
3. Your identity will remain anonymous and confidential in any reports that are produced from this evaluation. Your responses will be combined with those of other student interns in your program of study to create summary reports that will be used by faculty and administrators to improve the School of Management.

PART I: GENERAL INFORMATIONAL ITEMS

Your Name: _____

Host Company/Organization: _____

Mailing Address:

Street Address: _____

City: _____ State or Province: _____

Zip or Postal Code: _____ Country: _____

Phone Number: _____

Email Address: _____

Your Position/Role: _____

Internship Supervisor Name: _____

Supervisor Position / Title _____

Supervisor Phone Number: _____

Supervisor Email: _____

Duration of Internship: Starting Date: _____ Ending Date: _____

Date of Self Evaluation: _____

How did you obtain your internship site?

- ☐ On My Own
- ☐ Career Planning Office
- ☐ Career/Job Fairs ☐ Career Services Websites
- ☐ Faculty Member ☐ Contacts at Work ☐ Friends/Relatives
- ☐ Other (please specify): _____

Give this to your Job Supervisor. To be handed in to your Faculty Supervisor on Completion.

Please provide a brief description of your job responsibilities during the internship:

PART II: YOUR EVALUATION OF THE ORGANIZATIONAL ENVIRONMENT OF THE INTERNSHIP SITE

For each of the following aspects of the organizational environment of your internship site, please mark the box in the rating scale that most closely corresponds to your evaluation of the quality of that environmental aspect. Please also feel free to offer comments and suggestions for changes and improvements in the spaces provided.

1 = Poor 2 = Below Average 3 = Fair 4 = Good 5 = Excellent

Evaluation Items	1	2	3	4	5
1. Orientation to Policies and Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
2. Work Atmosphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
3. Formal Training Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
4. Informal Training Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
5. Supervision Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
6. Roles and Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
7. Work Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

8. Feedback on Work Performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
9. Participation in Organizational Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
10. Interaction with Co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
11. Opportunities to Use My Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
12. Learning Opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
13. Overall Organizational Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

PART III: EVALUATION OF YOUR INTERNSHIP PERFORMANCE

For each of the following internship dimensions, please mark the box in the rating scale that most closely corresponds to your evaluation of your performance on that dimension during the internship. Please also feel free to offer comments and suggestions for changes and improvements in the spaces provided.

1 = Poor	2 = Below Average	3 = Fair	4 = Good	5 = Excellent
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Evaluation Items:	1	2	3	4	5
1. Quality of Work: The degree to which your work was thorough, accurate, and completed in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
2. Ability to Learn: The extent to which you asked relevant questions; sought out additional information from appropriate sources; understood new concepts, ideas, and work assignments; and were willing to make needed changes and improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

3. Initiative and Creativity: The degree to which you were self-motivated; sought out challenges and/or more work; approached and solved problems on your own; and developed innovative and creative ideas, solutions, and/or options	□	□	□	□	□
Comments:					
4. Character Traits: The extent to which you demonstrated a confident and positive attitude; exhibited honesty and integrity on the job; were aware of and sensitive to ethical and diversity issues; and behaved in an ethical and professional manner	□	□	□	□	□
Comments:					
5. Dependability: The degree to which you were reliable; followed instructions and appropriate procedures; were attentive to detail; and required supervision	□	□	□	□	□
Comments:					
6. Attendance and Punctuality: The degree to which you reported to work as scheduled and on-time	□	□	□	□	□
Comments:					
7. Organizational Fit: The extent to which you understood and supported the organization's mission, vision, and goals; adapted to organizational norms, expectations, and culture; and functioned within appropriate authority and decision-making channels	□	□	□	□	□
Comments:					

8. Response to Supervision: The degree to which you sought supervision when necessary; were receptive to constructive criticism and advice from your supervisor; implemented suggestions from your supervisor; and were willing to explore personal strengths and areas for improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

PART IV: EVALUATION OF YOUR DEGREE OF LEARNING

Section I: Please list the internship learning objectives as specified in your internship learning agreement and, for each learning objective, please mark the box in the rating scale that most closely corresponds to your assessment of the degree to which you believe that you were successful in achieving that objective during the internship. Please also feel free to offer comments and suggestions for changes and improvements in the spaces provided.

1 = Very Unsuccessful

2 = Unsuccessful

3 = Successful

4 = Very Successful

Learning Objectives:	1	2	3	4
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

Section II: The School of Management has identified several intended student learning outcomes that it expects students to have achieved upon completion of the Bachelor of Business Administration. Considering the contribution to your learning provided by your internship experience, mark the box in the rating scale for each of the following intended learning outcomes that most closely corresponds to your assessment of the degree to which you believe that you have been successful in achieving that outcome. Please also feel free to offer comments and suggestions for changes and improvements in the spaces provided.

1 = Very Unsuccessful

2 = Unsuccessful

3 = Successful

4 = Very Successful

Intended Student Learning Outcomes:	1	2	3	4
1. Students will be able to identify the principal concepts, theories, and practices in the functional areas of business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
2. Students will be able to recognize the relevant theories and principles associated with the economic environment of business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
3. Students will be able to recognize legal and ethical principles in business and apply them to organizational decision-making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
4. Students will be able to evaluate the global dimensions of business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
5. Students will be able to employ appropriate quantitative methods and use relevant information technology in support of business decision making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
6. Students will be able to construct coherent written forms of communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

7. Students will be able to compose and present effective oral forms of communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
8. Students will be able to demonstrate analytical and critical-thinking skills in the context of organizational decision making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
9. Students will be able to demonstrate effective leadership abilities for the purpose of organizational growth and change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
10. Students will be able to demonstrate effective interpersonal skills and the ability to work successfully in teams of diverse composition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

PART V: SUMMARY EVALUATION AND OTHER COMMENTS

1. Please indicate the overall extent to which the BBA and the School of Management prepared you for your internship experience:

Excellent Preparation	Good Preparation	Fair Preparation	Inadequate Preparation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

2. Please indicate the overall extent to which your internship experience contributed to your professional and career development:

Significant Contribution	Some Contribution	Little Contribution	No Contribution
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

3. Please indicate the overall extent to which the internship experience met your expectations:

Exceeded My Expectations	Met All of My Expectations	Met Most of My Expectations	Met Some of My Expectations	Met None of My Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

4. Please indicate your evaluation of the overall quality of your internship experience:

Excellent	Good	Fair	Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

We would also very much appreciate your comments pertaining to the following items:

With what aspect(s) of your internship were you the most satisfied?

Comments:

With what aspect(s) of your internship were you the least satisfied?

Comments:

Would you recommend your internship site to other students?

Comments:

Do you have other comments and/or suggestions that you would like to share?

Comments:

PART VI: DEMOGRAPHIC INFORMATION

Gender: ☐ Female ☐ Male

Age: ☐ Under 20 ☐ 20 ☐ 21 ☐ 22
☐ 23 ☐ 24 ☐ 25-30 ☐ Over 30

Enrollment Status: ☐ Full-Time ☐ Part-Time

Residence: ☐ On-Campus ☐ Off-Campus

Other Majors: 1. _____
2. _____
3. _____