

# COLLEGE OF BUSINESS

## Internship/Coop Program Policy and Procedures



PRAIRIE VIEW A&M UNIVERSITY

**PRAIRIE VIEW A&M UNIVERSITY**  
**COLLEGE OF BUSINESS**



**INTERNSHIP/COOP PROGRAM POLICY AND PROCEDURES**  
*Revised September 2003*

**Overview**

An internship or cooperative education (co-op) program provides students with an on-the-job work experience organized in an educational and academic manner. The benefits to students, employers, and the university are listed below.

Benefits to students:

1. The student can better evaluate his or her chosen academic major.
2. Classroom theory and principles become more meaningful through practical application in work assignment.
3. The student can earn academic credit.
4. Upon graduation the student will have the advantage of professional experiences to help him or her in the job market.
5. The student can earn money to help finance his or her academic career.
6. The student can secure networking opportunities and an opportunity for a permanent future job.
7. The experience is an excellent addition to the student's resume.
8. Often, it opens employment opportunities in the same firm.

Benefits to employers:

1. The employer and the student can observe each other for an extended period of time at work rather than only during short job interviews when considering long-term positions.
2. Upon returning to campus the student becomes a contact for the employers seeking other prospective employees.
3. Employers reduce their training costs.
4. Support institutions of higher education.

### Benefits to the University:

1. Create ties with governmental, business, and industrial community.
2. Provide faculty members with the opportunity to gain additional information about their subject matter.
3. Helps update curricula to keep courses aligned with on-the-job requirements.
4. Builds bridges with our customers.
5. Improves the image of the College.
6. Brings in additional support of academic programs.

### College of Business Co-op Courses:

In the College of Business, for credit, co-op and internship courses are considered “unrestricted electives.” The College of Business offers the following co-op and internship courses during the fall, spring and summer semesters.

ACCT 3393, Accounting Internship I  
ACCT 3493, Accounting Internship II  
MISY 3393, Information Systems Internship I  
MISY 4393, Information Systems Internship II  
FINA 3393, Finance Internship I  
FINA 4393, Finance Internship II  
MGMT 2291, Co-op Education I  
MGMT 2293, Co-op Education I  
MGMT 3391, Co-op Education II  
MGMT 3393, Co-op Education III  
MGMT 4391, Co-op Education II  
MGMT 4393, Co-op Education III

### Internship Opportunities and Eligibility:

Students seeking a co-op or internship should schedule an appointment with the College of Business internship coordinator. Students may secure their own co-op or internship positions. They may also seek assistance from the University Career Services Office or from the internship coordinator in the College of Business. The sponsoring companies, firms or entities, will determine acceptance of interns. Requirements may include resume review, interviews, etc.

To obtain academic credit for a co-op or internship experience, a student must register for a co-op or internship course with the respective College of Business department head, pay related tuition and other fees, and earn a satisfactory grade.

A student is eligible for a College of Business co-op or internship based on the following criteria:

1. A minimum 2.5 overall grade point average.
2. Have obtained at least sophomore status.
3. Have completed the three-hour Introduction to Management Information Systems class or its equivalent
4. Have the approval of the department head.

To qualify for an accounting, information systems, or finance internship, the student must also have completed six hours of coursework in his or her respective field with at least a 2.5 grade point average.

Students may earn a maximum of six total credit hours for internships and are limited to registering for three internship credit hours per semester. Internships for academic credit require a minimum of 150 hours of work per semester (roughly ten hours per week). Employers may require more. The internship may or may not include compensation, scholarships, housing, or transportation. Prior to interning, a student briefing is provided by the faculty supervisor. The purpose of the briefing is to review the internship purpose, course requirements, and the grading methodology. Students may contact the department head during the internship. These discussions are motivational and informal. During the semester, the internship coordinator or faculty will place a call to the contact manager in each firm. The primary purpose of this call is to review the progress of the intern and to plan future recruitment activities. A formal request for evaluation is mailed to employers at mid-term with a requested return date before the end of the semester. A self-addressed return enveloped is provided for this purpose.

### **Assessment for Learning (Grading)**

The final grade for an internship includes the job supervisor's evaluation (50%), the student internship report and presentation (40%), and the student's daily journal (10%). The report is graded by the faculty supervisor and may be reviewed by the department head. The faculty supervisor submits the final grade.

### **Report**

Students enrolled for academic credit are required to submit the report prior to finals week. The purpose of the report is to substantiate whether or not the objectives of the internship were met. The report should not be a chronological diary. It should be a typed narrative, single-spaced, ten to fifteen pages, and contain the following:

1. Name of the immediate supervisor on the job, his or her title, and means of communicating with the supervisor, including phone, fax, email, and postal address.
2. Objectives of the job assignment during the internship.
3. Intern's position with organization (including organizational chart).
  - a. The technical nature of the job (if applicable).
  - b. The administrative or managerial duties of the job.

4. Details of specific assignment which should include
  - a. Objectives of the assignment.
  - b. Description of tasks.
  - c. Method or approach to completing tasks.
  - d. Source of information required to perform tasks.
  - e. Impact of the intern's responsibilities on the unit or department.
  - f. Summary of the skills learned and/or the job training completed.
  - g. Extracurricular involvement.
  - h. Assessment of academic preparedness to fulfill job requirements.
  - i. The most valuable thing learned from the experience.
  - j. How the internship could be improved.

### **Supervisor Evaluation**

The immediate supervisor evaluates an intern's job performance based on ten attributes. The attributes relate to knowledge, skills, and abilities. The evaluation is based on a scale of zero through one hundred, with one hundred being the highest performance score and zero considered the lowest. The evaluation form is used as an indication of student performance for grade assignment and evaluation forms in aggregate are used to measure the college's success at meeting stated educational goals.

### **Daily Journal**

As part of the requirements of the course, each intern maintains a daily/weekly chronological journal of his or her internship experience. This should include a description of daily tasks, difficulties encountered, and other general comments. The student also completes a student evaluation at the end of the internship. This will help the college in deciding if other students should intern with this company in the future.

### **Qualifying Companies and Firms**

The minimum qualifications of a company or firm for participation in the College of Business internship program are as follows:

1. Provide objectives of the assignment.
2. Agree to distribute job descriptions to the College of Business prior to the start of the student internship.
3. Provide the name of the student's supervisor or an organization contact person and necessary contact information.
4. Agree to prepare a timely student performance evaluation.
5. Agree to stay in contact with faculty supervisor.
6. Agree to mail in the supervisor evaluation in time for the final grade (by: May 1, December 1, July 1, August 1).

The final approval of the internship position to be used as academic credit course is made by the department chair.

PRAIRIE VIEW A&M UNIVERSITY - COLLEGE OF BUSINESS

***Supervisor Evaluation***

(Print or Type)

Student Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Semester: \_\_\_\_\_ Course: \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor Completing Evaluation: \_\_\_\_\_

Title: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Grading Scale: 90-100 Excellent, 80-89 Good, 70-79 Satisfactory, Below 70 Unsatisfactory

| <b>Suggested Attributes</b> | <b>Scoring Scale</b> |
|-----------------------------|----------------------|
| Resourcefulness/Creativity  | _____                |
| Knowledge of Subject        | _____                |
| Communication Skills        | _____                |
| Action-Oriented/Tenacity    | _____                |
| Computer Literacy           | _____                |
| Ability to Work in a Team   | _____                |
| Dependability               | _____                |
| Poise/Maturity              | _____                |
| Work Ethics                 | _____                |
| Growth Potential            | _____                |

Total Points (Maximum 100)

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail form to:  
Prairie View A&M University  
College of Business  
College of Business Internship Coordinator  
P.O. Box 519; MS 2300  
Prairie View, TX 77446**

PRAIRIE VIEW A&M UNIVERSITY  
COLLEGE OF BUSINESS  
*Internship Student Report*

Print or Type

Student Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
Semester: \_\_\_\_\_ Course: \_\_\_\_\_  
Company or Firm: \_\_\_\_\_  
Graded by (Faculty): \_\_\_\_\_  
Reviewed by (Department Head): \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

The report (paper) should include a narrative of the internship experience including the following:

1. Name of the immediate supervisor on the job, his or her title, and means of communicating with the supervisor, including phone, fax, email, and postal address.
2. Objectives of the job assignment during the internship.
3. Intern's position with organization (including organizational chart).
  - a. The technical nature of the job (if applicable).
  - b. The administrative or managerial duties of the job.
4. Details of specific assignment which should include:
  - a. Objectives of the assignment.
  - b. Description of tasks.
  - c. Method or approach to completing tasks.
  - d. Source of information required to perform tasks.
  - e. Impact of the intern's responsibilities on the unit or department.
  - f. Summary of the skills learned and/or the job training completed.
  - g. Extracurricular involvement.
  - h. Assessment of academic preparedness to fulfill job requirements.
  - i. The most valuable thing learned from the experience.
  - j. How the internship could be improved.

The paper may be graded based on grammar, content, readability and overall quality.

Grading Scale: 90-100 Excellent, 80-89 Good, 70-79 Satisfactory, Below 70 Unsatisfactory

|                            | Points    | Score     |
|----------------------------|-----------|-----------|
| • Narrative of Experience  | (25)      | _____     |
| • Content and Completeness | (50)      | _____     |
| • Grammar                  | (25)      | _____     |
| <br>Total                  | <br>(100) | <br>_____ |

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

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prairie View A&M University  
College of Business  
***Internship Grade***

Print or Type

Student: \_\_\_\_\_ SS#: \_\_\_\_\_  
Course: \_\_\_\_\_ Term: \_\_\_\_\_

Intern's Supervisor Evaluation \_\_\_\_\_ x  $\frac{50\%}{100}$  = \_\_\_\_\_  
Student Report \_\_\_\_\_ x  $\frac{40\%}{100}$  = \_\_\_\_\_  
Daily Journal \_\_\_\_\_ x  $\frac{10\%}{100}$  = \_\_\_\_\_

Total Score \_\_\_\_\_  
Course Grade \_\_\_\_\_

Faculty Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prairie View A&M University  
College of Business  
Student Evaluation of Internship Experience

Student: \_\_\_\_\_ Company: \_\_\_\_\_  
Course: \_\_\_\_\_ Term: \_\_\_\_\_  
Faculty Supervisor: \_\_\_\_\_ Job Supervisor: \_\_\_\_\_

Rank the following from Poor (1) to Excellent (5)

|                                                                   |   |   |   |   |   |
|-------------------------------------------------------------------|---|---|---|---|---|
| The internship was a challenging experience.                      | 1 | 2 | 3 | 4 | 5 |
| The internship was a learning experience.                         | 1 | 2 | 3 | 4 | 5 |
| The internship work environment was positive.                     | 1 | 2 | 3 | 4 | 5 |
| I received adequate mentoring from my job supervisor(s).          | 1 | 2 | 3 | 4 | 5 |
| I received adequate supervision from my faculty supervisor.       | 1 | 2 | 3 | 4 | 5 |
| My academic classes prepared me for my internship.                | 1 | 2 | 3 | 4 | 5 |
| My computer skills were sufficient for me to perform my job.      | 1 | 2 | 3 | 4 | 5 |
| My overall internship experience was positive.                    | 1 | 2 | 3 | 4 | 5 |
| I would recommend internship with this company other PV students. | 1 | 2 | 3 | 4 | 5 |

Comments:

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

## **IMPORTANT STUDENT INFORMATION**

Students who enroll in this course for credit are responsible for the following:

1. Contacting the College of Business Internship Coordinator or Department Head as indicated in the “Overview” Section of this document.
2. Keeping contact information current with Internship Coordinator or Department Head.
3. Payment of all University Fees for this course.
4. Keeping up with and meeting all University and College deadlines required to continue enrollment (Financial Aid, Housing, Registration and etc.) after the internship.
5. Making sure that the final documents have been submitted and received in a timely manner before the grade deadline.

# PRAIRIE VIEW A&M UNIVERSITY



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