



# **INTERNSHIP GUIDELINES**



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

# PRAIRIE VIEW A&M UNIVERSITY

## COLLEGE OF BUSINESS

### INTERNSHIP/CO-OP PROGRAM POLICIES & PROCEDURES

#### 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 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, co-op and internship courses are considered electives and can be used to satisfy major requirements. 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 4393, 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 3393, Cooperative Education II  
MGMT 4393, Cooperative Education III  
MRKT 3393, Cooperative Education II

## **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 a variety of other sources, including:

- University Career Services Office (2nd Floor, Evans Hall),
- Faculty members,
- Friends and family,
- Researching companies of interest, and
- Online resources.

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, students must register for a co-op or internship course with the internship coordinator (a faculty member) or with their respective College of Business department head, pay related tuition and other fees, and earn a grade of C or better.

## **Qualifying Companies and Firms**

Many companies offer internship opportunities, however not all internships qualify for college credit. Internships are evaluated on a company-by-company basis and it must be evident that a student will be able to apply learned business concepts and receive a professional work experience. The internship coordinator and department head will determine if an internship is eligible for credit.

To determine eligibility, the student must provide:

1. an official job description, including the official job title on company letterhead,
2. the name of the student's supervisor or an organization contact,
3. an official offer letter on company letterhead, and
4. an updated resume.

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

1. The student must be in good academic standing.
2. A minimum 2.5 overall cumulative grade point average.
3. Have obtained at least sophomore status (30 earned credit hours)
4. Have passed, with a grade of C or better, six hours of coursework in their respective field.
5. Have the approval of the internship coordinator and department head.

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, the internship coordinator provides a student briefing. The purpose of the briefing is to review the internship purpose, course requirements, and the grading methodology. During the semester, the internship coordinator or department head will contact the intern's supervisor. The primary purpose of this call is to review the progress of the intern and to plan future recruitment activities. A formal evaluation is required of supervisors and a part of the course grade.

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

The determination of the final grade for an internship will be based on:

- the supervisor's evaluation (40%),
- the student internship report (40%), and
- the student's weekly journal (20%).

### **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. The report is graded by the internship coordinator and may be reviewed by the department head. 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, E-mail, 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.

### **Weekly Journal**

As part of the requirements of the course, each intern maintains a weekly chronological journal of his or her internship experience. This should include a description of daily tasks, difficulties encountered, and other meaningful comments. Weekly journals should be no less than one page, single-spaced. The student will also complete a student evaluation at the end of the internship. This will help the college in deciding if other students should intern with the company in the future.

### **Course Meetings and Assignments**

All materials will be submitted to the instructor via e-mail. Deadlines and dates for submission of materials will be communicated by the instructor via e-mail and posted on eCourses by the end of the second week of class.

## Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Grading Matrix			
	Deadline	Point Value	% of
Assignments & Exercises	Due by 1:00 p.m.	Assigned	Overall Grade
Weekly Journal 1		20	2.00%
Weekly Journal 2		20	2.00%
Weekly Journal 3		20	2.00%
Weekly Journal 4		20	2.00%
Weekly Journal 5		20	2.00%
Weekly Journal 6		20	2.00%
Weekly Journal 7		20	2.00%
Weekly Journal 8		20	2.00%
Weekly Journal 9		20	2.00%
Student Evaluation & Career Plan		20	2.00%
Supervisor's Evaluation *		400	40.00%
Final Report		400	40.00%
	<b>Total Points Available</b>	<b>1000</b>	<b>100.00%</b>
<b>Journal Submission Points</b>			
A = 18 - 20 Points			
B = 15 - 17 Points			
C = 12 - 14 Points			
Below 12 points, unsatisfactory			
<b>900- 1000 Points</b>	<b>A</b>		
<b>800 - 899 Points</b>	<b>B</b>		
<b>700 - 799 Points</b>	<b>C</b>		
<b>600 - 699 Points</b>	<b>D</b>		
<b>Below 600 Points</b>	<b>F</b>		

## Grading

Internship courses are practicums and designed to give students supervised practical application in their major field of study. The supervisor's evaluation of the students' work is of particular importance and weighted accordingly (40% of final grade). When used as a business elective or major elective, a grade of "C" or higher is required in these courses - business majors must earn a grade of "C" or higher **in all business courses**. The benchmark for earning a passing grade is a final grade of 700 or higher with assignments weighted as presented in the Grading Matrix.

PRAIRIE VIEW A&M UNIVERSITY - COLLEGE OF BUSINESS

**Supervisor Evaluation**

(Print or Type)

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

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

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

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

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

Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Scoring Scale**

1 = Unsatisfactory (did not meet expectations)

2 = Fair - (somewhat met expectations)

3 = Satisfactory (met expectations)

4 = Good (met and exceeded expectations)

5 = Excellent (far exceeded expectations)

N/A = Not able to evaluate; not applicable to internship position

Using the scoring scale above, please evaluate the following attributes and select the response that best reflects your opinion of the student intern.

<b>Attributes</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
Ability to Learn						
Ability to Work in a Team						
Appearance						
Attitude						
Computer Literacy						
Dependability						
Growth potential						
Interaction with customers/clients						
Interaction with staff/other employees						
Oral Communication						
Poise/Maturity						
Quality of Work						
Resourcefulness/Creativity						
Work Ethic						
Written Communication						

**Scoring Scale**

1 = Strongly disagree

2 = Disagree

3 = Neutral

4 = Agree

5 = Strongly Agree

N/A = Not able to evaluate; not applicable to internship position

Using the scoring scale above please read each of the following statements and select the response that best reflects your opinion of the student's performance as an intern.

	1	2	3	4	5	N/A
Responsible in completing assigned tasks.						
Satisfied job attendance schedules (e.g., arrived on time for work)						
Effectively applied classroom knowledge to the job/workplace						
Adaptable to the organization's culture/policies						
Overall, student was a good intern.						

*This portion of the evaluation is optional and will not affect the student's grade.  
Information provided will be used to assist the college in preparing programs, courses, workshops and feedback regarding the internship and co-operative education programs.*

In which areas was the student particularly strong or lacking?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anything you feel the college could provide to make this intern more valuable to your organization?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was this evaluation discussed with the student intern? \_\_\_\_ Yes \_\_\_\_ No

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Supervisor (not the student employee) should e-mail the form to:**  
**Prairie View A&M University**  
**College of Business**  
**College of Business Internship Coordinator**  
[klgordon@pvamu.edu](mailto:klgordon@pvamu.edu)



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

Print or Type

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Semester: \_\_\_\_\_ Course: \_\_\_\_\_  
Company or Firm: \_\_\_\_\_  
Graded by (Faculty): \_\_\_\_\_  
Reviewed by (Department Head): \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

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)	_____
 Total	 (100)	 _____

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

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

Please read each of the following statements and select the response that best reflects your opinion of your internship experience.

**SCORING SCALE**

1 = Strongly disagree; 2 = Disagree; 3 = Neutral; 4 = Agree; 5 = Strongly Agree  
 N/A = Not able to evaluate; not applicable to internship position

	1	2	3	4	5	N/A
The internship was a challenging experience.						
The internship was a learning experience.						
The internship work environment was positive.						
I received adequate mentoring from my job supervisor(s).						
I received adequate feedback from my faculty supervisor/coordinator.						
My academic classes prepared me for my internship.						
The internship helped me to better evaluate my career options						
My computer skills were sufficient for me to perform my job.						
My overall internship experience was positive.						
I would recommend internship with this company other PVAMU students.						

**COMMENTS**

*This space is provided for you to add any comments regarding your internship experience; this will not be shared with your supervisor or other employee of the company.*

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

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

Print or Type

Student: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Course: \_\_\_\_\_ Term: \_\_\_\_\_

Supervisor Evaluation	_____	x	<u>40%</u>	=	_____
Student Report	_____	x	<u>40%</u>	=	_____
Weekly Journals	_____	x	<u>15%</u>	=	_____
Student Career Plan		x	5%	=	_____

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

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

# Sample of Recent Employers of PVAMU College of Business Interns Enrolled in an Internship Course



MONSANTO



PEPSICO



TOYOTA



TARGET

**PRAIRIE VIEW A&M UNIVERSITY**  
**COLLEGE OF BUSINESS**  
**CO-OP AND INTERNSHIP COURSES**  
*Earning Credit and Registration*

In the College of Business, co-op and internship courses are considered electives and may be used to satisfy some college requirements.

- **Accounting** majors may earn credit for the appropriate internship course; however, it will not be counted as an accounting elective per their degree plan.
- **Finance** and **Management Information Systems** majors may use the appropriate internship course as a business elective as determined by their department head. If students have already taken a business elective, the course cannot be used as an MISY or FINA elective.
- **Management** and **Marketing** majors may use the appropriate internship course as an unrestricted elective or elective in their field of study as determined by their department head.

The College of Business offers the following co-op and internship courses during the fall, spring, and summer semesters. Each course is 3 semester credit hours (SCH).

<b>PREREQUISITE TABLE: INTERNSHIP COURSES</b>		
<b>Course</b>	<b>Prerequisite</b>	<b>Prerequisite Course</b>
ACCT 3393, Accounting Internship I	Sophomore Status ; Minimum GPA of 2.50	ACCT 3213
ACCT 4393, Accounting Internship II	Sophomore Status ; Minimum GPA of 2.50	ACCT 3213 & ACCT 3313
FINA 3393, Finance Internship I	Sophomore Status ; Minimum GPA of 2.50	FINA 3383
FINA 4393, Finance Internship II	Sophomore Status ; Minimum GPA of 2.50	FINA 3393
MISY 3393, Information Systems Internship I	Sophomore Status ; Minimum GPA of 2.50	MISY 2013
MISY 4393, Information Systems Internship II	Sophomore Status ; Minimum GPA of 2.50	MISY 3393
MGMT 3393, Co-op Education I	Sophomore Status ; Minimum GPA of 2.50	MGMT 3103
MGMT 4393, Co-op Education II	Sophomore Status ; Minimum GPA of 2.50	MGMT 3393
MRKT 3393 Cooperative Education II	Sophomore Status ; Minimum GPA of 2.50	MRKT 3103
MRKT 4593 Cooperative Education III	Sophomore Status ; Minimum GPA of 2.50	MRKT 3393

**To obtain academic credit for a co-op or internship experience, students must register for a co-op or internship course with the internship coordinator (assistant dean, department head, or designated a faculty member) or with their respective College of Business department head, pay related tuition and other fees, and earn a grade of C or better.** 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.

### **Qualifying Companies and Firms**

Many companies offer internship opportunities, however not all internships qualify for college credit. Internships are evaluated on a company by company basis and it must be evident that a student will be able to apply learned business concepts and receive a professional work experience. The internship coordinator and department head will determine if an internship is eligible for credit.

### **Registration for Internship & Co-Op Courses**

A student is eligible to enroll and earn credit for the College of Business co-op or internship course if they satisfy the following:

1. Student must be in good academic standing.
2. Student must have a minimum 2.50 overall cumulative grade point average.
3. Student must have earned at least sophomore status (30 earned credit hours).
4. Student must have passed, with a grade of C or better, six hours of coursework in their respective field (see list below) **and** satisfy the prerequisites for the course in which they plan to enroll (see the Prerequisite Table).
  - a. MGMT 1013 (Introduction to Business) or its equivalent
  - b. MISY 1013 (Computer Information Systems) or its equivalent
  - c. MGMT 2000 (Professional Development for Business I)
5. Have the approval of the internship coordinator and department head.

To register for one of the College of Business internship or co-op course, students must go through the following steps.

- Provide the following information to the Internship Coordinator:
  - An official offer letter on company letterhead from the company;
  - An official job description, including the official job title on company letterhead;
  - The name and contact information for your supervisor or an organization contact, and
  - An current/updated resume.
- Complete the [Registration & Special Approval Form](#) (the form you typically complete to register for classes) and submit it to the Internship Coordinator.
  - *Note: The form will not be signed by the Internship Coordinator until the internship is verified. **Please allow at least five (5) business days for verification of the internship.***
  - Verification deadlines for 2019-2020
    - Summer 2019 – May 17
    - Fall 2019 – August 9
    - Spring 2020 – December 13

### **Student Briefing and Assessment for Learning (Grading)**

Prior to beginning their internship/co-op experience, a student briefing is provided by the internship coordinator. The purpose of the briefing is to review the internship purpose, course requirements, and the grading methodology. During the semester, the internship coordinator or department head may contact the student's supervisor. The primary purpose of this call is to review student's progress and discuss other topics directly related to the internship/co-op opportunity.

A formal evaluation is required of supervisors and a part of the course grade.

The determination of the final grade for an internship will be based on:

- Student's weekly journal (20%),
- Supervisor's evaluation (40%),
- Student's internship report (40%).

**PRAIRIE VIEW A&M UNIVERSITY REGISTRATION & SPECIAL APPROVAL FORM** Rev. 3/31/08

<b>Term Data</b>				Fall	Summer	Spring
	<b>Student ID#</b>	<b>Major</b>	<b>Classification</b>	<b>Semester/ Year</b>		
<b>Name</b> (Please print)						
	<b>Last</b>	<b>First</b>	<b>MI</b>	<b>Email Address</b>		

Course Selections (First Choice)					Alternate Selections (Second Choice)				
ACTION	CRN AND COURSE AND NUMBER	SEC. #	HRS	COURSE LEVEL	ACTION	CRN AND COURSE NUMBER	SEC. #	HRS	COURSE LEVEL
<i>Circle one below</i>	<i>Example: CRN 10048 MISY 1013</i>	<i>P01</i>	<i>3</i>	<i>UG</i>	<i>Circle one below</i>	<i>Example: CRN 10048 MISY 1013</i>	<i>P03</i>	<i>3</i>	<i>UG</i>
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
				<b>Total Hours</b>					

**DD = Drop without record RE=Add course**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Advisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SPECIAL APPROVAL:**  
**Please list course(s) and check box(es) for the appropriate override/approval:**

<b>Course(s)</b>	
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- Pre- and/or Co-Requisite Override Approval (**Pre and/or Co-Requisite Overrides must be approved by the dept. head offering the course**)
- Special Approval: Dept Head
- Course Enrollment Capacity Override
- Time Conflict Override Approval (**Please complete back of this form for time conflict override approval**)
- Maximum Credit Hours Approval (Overload approvals require a minimum grade point average of 3.00 for undergraduate students (21 hrs max for any long semester and 12 hrs max for any combined summer sessions) and permission of the dept. advisor for graduate students. (**Please complete back of this form for maximum credit hours approval**))

**Dept. Head Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**(Dean's signature and processing required for Time Conflict and Maximum Credit Hours Approval)**

**Note: Per the TAMUS Records and Retention Schedule, departments must retain this document for one year after the close of the registration semester.**



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Student Name: \_\_\_\_\_: ID# \_\_\_\_\_

## **Justification for Course Time Conflict Resolution**

The above student has extenuating circumstances and has permission to be advised and registered in the following course section(s) that have a time conflict:

Course Name, Number and Section: \_\_\_\_\_ CRN: \_\_\_\_\_ Time: \_\_\_\_\_

Course Name, Number and Section: \_\_\_\_\_ CRN: \_\_\_\_\_ Time: \_\_\_\_\_

The time will be made up for the affected course(s) with the following plan of action:

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## **Justification for Maximum Course Credit Overload**

Overload approvals require a minimum grade point average of 3.00 for undergraduate students (21 hrs max for any long semester and 12 hrs max for any combined summer sessions) and permission of the dept. advisor for graduate students.

Course Name, Number and Section: \_\_\_\_\_ CRN: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Students who do not meet criteria for maximum course credit overload as outlined in the university undergraduate or graduate catalog:

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