

Business Internship

Finance/Accounting, Marketing, Management, Business Administration

Professor Teresa Gillespie, J.D.

BFIN, BMGT, BMKT, or BUSM 4943

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3 credits

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Course Description: An opportunity for students to apply theoretical principles to practice in a functioning business setting.

Objectives: The student will have the opportunity for:

- Professional Experience
- Professional Skill Development
- Professional Networking
- Career Path Exploration
- Experience Coaching and Mentoring

Note that the Internship course does not mean as a class.

Setting up the Internship:

1. **The student is responsible for obtaining an appropriate internship.** The internship should give the student meaningful work experience and the opportunity for professional skill development. The internship must be related to the student's major. An internship may be paid or unpaid. In an unpaid internship, the student is not an employee.
2. The student and intern site supervisor must sign the internship contract.
3. The student signs and turns in the Release of Liability form.
4. The student registers for the internship class.

Academic Requirements for a 3-credit internship:

1. Turn in the contract and limitation of liability (located at end of syllabus)
2. Work 150 hours in the internship
3. Keep a Journal that records daily or weekly experiences and lessons learned. This will help you when you write your summary paper. You will not need to turn in your journal.

4. Attend the resume writing class at the Career Center OR meet with Levi Davenport (Interim Director of Community Life) to review your resume. Turn in your new resume with confirmation of attendance at the resume class or meeting with Levi.
5. Conduct 2 face-to-face informational interviews. (See suggested questions at the end of this syllabus).
6. Write a 10-to-12- page Essay paper that summarizes your internship experience and your informational interviews. (Dedicate at least 4 pages to a summary of the interviews). Questions to consider:
 - What business skills did I learn or develop?
 - What business theory did I observe in practice?
 - What did I learn about leadership from my informational interviews?
 - What did I learn from exploring this career path?
7. Turn in a final evaluation from the Internship Site Supervisor.

Academic Requirements for a 1- or 2-credit internship:

Do all of the work listed above, EXCEPT for a 1-credit internship, you will work for 50 hours and turn in a 6-page essay paper (and one informational interview).

For a 2-credit internship, you will work 100 hours and turn in an 8-page essay (and one informational interview).

Academic Honesty and Student Behavior:

Students are expected to follow University policy with regards to issues of academic honesty (e.g. cheating, plagiarism) and proper conduct, as detailed in the Academic Catalog. Disciplinary action for violation of these policies will be decided in accordance with University policy.

Pass/Fail Grade will be based on:

- Fulfilling required internship hours
- Meeting with the instructor at least once
- Turning in:
 1. Internship Contract – due by 2nd week of semester
 2. Release of Liability Form – due by 2rd week of class
 3. Essay paper – due last week of semester
 4. Resume and confirmation of attendance at resume writing seminar or meeting with Levi Davenport.
 5. Final Evaluation from Internship - due last week of semester

Informational Interviews:

An informational interview is an appointment which you schedule with a particular individual who currently works in a career that you may be interested in working in the future. The purpose of the interview is to gain information about a career field from an "insider" point of view. Remember, you should never leave an informational interview without asking the person you just interviewed if they know of another professional in the field who could provide an additional perspective. The following questions are recommended when conducting an informational interview.

Suggested questions for the informational interview:

- 1) (Background) Tell me how you got started in this field. What was your education? What educational background or related experience might be helpful in entering this field?
- 2) (Work Environment) What are the daily duties of the job? What are the working conditions? What skills/abilities are utilized in this work?
- 3) (Problems) What are the toughest problems you deal with? What problems does the organization as a whole have? What is being done to solve these problems?
- 4) (Life Style) What obligation does your work put on you outside the work week? How much flexibility do you have in terms of dress, work hours, vacations?
- 5) (Rewards) What do you find most rewarding about this work, besides the money?
- 6) (Salary) What salary level would a new person start with? What are the fringe benefits? What are other forms of compensation? (bonuses, commissions, securities).
- 7) (Potential) Where do you see yourself going in a few years? What are your long term goals?
- 8) (Promotional) Is turnover high? How does one move from position to position? Do people normally move to another company/division/agency? What is your policy about promotions from within? What happened to the person(s) who last held this position? How many have held this job in the last 5 years? How are employees evaluated?
- 9) (The Industry) What trends do you see for this industry in the next 3 to 5 years? What kind of future do you see for this organization? How much of your business is tied to (the economy, government spending, weather, supplies, etc.)?
- 10) (Advice) How well-suited is my background for this field? When the time comes, how would I go about finding a job in this field? What experience would you recommend? What suggestions do you have to help make my resume more effective?

11) (Demand) What types of employers hire people in this line of work? Where are they located? What other career areas do you feel are related to your work?

12) (Hiring Decision) What are the most important factors used to hire people in this work (education, past experience, personality, special skills). Who makes the hiring decisions for your department? Who supervises the boss? When I am ready to apply for a job, who should I contact?

13) (Job Market) How do people find out about your jobs? Are they advertised in the newspaper (which ones?) by word-of-mouth (who spreads the word?) ?

14) (Referral to Other Information Opportunities) Can you name a relevant trade journal or magazine you would recommend I review? What professional organizations might have information about this career area?

15) (Referral to Others) Based on our conversation today, what other types of people do you believe I should talk to? Can you name a few of these people? May I have permission to use your name when I contact them?

16) Do you have any other advice for me?

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ASSUMPTION OF THE RISK, RELEASE AND INDEMNITY AGREEMENT

I want to have the opportunity to work and learn as an Intern in a business or organization. This will give me a “real world” experience. I understand and agree that Northwest University considers an internship to be an extension of its educational program, and therefore, the normal rules and regulation governing behavior that are applicable on the Northwest University campus are applicable to me during the internship. I further understand that I am expected to exercise good judgment in planning and using my time and in maintaining conduct appropriate to my setting.

I am aware of the fact that along with the rewards of an internship there are risks as well. The actual experience of working in a business or other organization, and living in the vicinity of that work, is not, and cannot be, controlled or even supervised on site by Northwest University. During the time I am participating in the internship, including travel time, I will be on my own.

I agree, as part of my learning experience, to assume the risks inherent in working in a real life setting away from the relative security of a university campus with supervision by faculty and staff. By “assuming the risk” I mean that I will be responsible for any loss of money or personal property whether as a result of my own actions or by theft. I mean that I will be responsible for my own safety and my own actions. I mean that I cannot hold Northwest University responsible or liable for any loss resulting from the consequences of personal injury, including death, or for the loss of money or personal property, whether resulting from negligence or intentional actions.

I agree to hold the University harmless from and against any claim by me or my family arising out of my participation in this internship. I release the University, its officer, directors, employees, and agents (“the University”), from all claims and liabilities of any kind related to or arising from my participation in this internship, including travel. This release is binding on me and my personal representative and heirs. I further agree that this release shall be governed and interpreted in accordance with the laws of the State of Washington.

I understand that this is a legally binding document which I have read.

Student (Printed name):

Signature

Date

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INTERNSHIP ACADEMIC CONTRACT

I. Student Information

| | | | |
|---------------------|----------------------|----------------------|----------------|
| <i>Student Name</i> | <i>Student Major</i> | <i>Student email</i> | <i>Jr./Sr.</i> |
|---------------------|----------------------|----------------------|----------------|

II. Sponsoring Organization Information

| | |
|------------------------|----------------------------------|
| <i>Internship Site</i> | <i>Supervisor name and title</i> |
|------------------------|----------------------------------|

| | |
|----------------|------------------------|
| <i>Address</i> | <i>Phone and email</i> |
|----------------|------------------------|

III. Objectives of Internship:

- Professional Experience
- Professional Skill Development
- Professional Networking
- Career Path Exploration
- Experience Coaching and Mentoring
- Integrate theory with experience

IV. Academic Component of Internship:

1. Meet with the Instructor by the third week of the semester.
2. Conduct 2 face-to-face informational interviews.
3. Work 50 hours of work per credit hour earned (Circle): 50 100 150
4. Write a Journal that records daily or weekly experiences and lessons learned.
5. Write a 5- page summary of the internship experience.
6. Turn in a final evaluation from the Internship Site Supervisor.

V. Approvals.

Since an internship is an academic activity, the intern should be given the opportunity to participate in meaningful work experiences and professional skill development.

Signature of Student

Signature of Site Supervisor

Supervisor email address

For more information, contact the Business School Dean, teresa.gillespie@northwesu.edu

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Final Evaluation

Intern Name: _____

Internship Site Name: _____

Internship Site Address: _____

Supervisor's Name: _____ Phone # _____

Email: _____

Dear Internship Site Supervisor,
As the intern completes his/her internship, Northwest University would like your evaluation of this intern's work and any comments you have about the internship program. For the following questions, please use this scale:

1 = Strongly Disagree, 2 = Disagree, 3 = Neutral, 4 = Agree, 5 = Strongly Agree

- | | | | | | |
|---|---|---|---|---|---|
| 1. The intern worked well with fellow employees and supervisor. | 1 | 2 | 3 | 4 | 5 |
| 2. The intern was a "self-starter" and took initiative at work. | 1 | 2 | 3 | 4 | 5 |
| 3. The intern took responsibility for getting the job done right. | 1 | 2 | 3 | 4 | 5 |
| 4. The intern showed a positive attitude in the work environment. | 1 | 2 | 3 | 4 | 5 |
| 5. The intern demonstrated excellent oral, written, presentation skills. | 1 | 2 | 3 | 4 | 5 |
| 6. The intern's work output was of a high quality. | 1 | 2 | 3 | 4 | 5 |
| 7. The intern was an asset to the organization (sorry to see them leave). | 1 | 2 | 3 | 4 | 5 |
| 8. Having an intern was a valuable experience for our organization. | 1 | 2 | 3 | 4 | 5 |

The intern worked a minimum of (Circle): 50 100 150 total hours.

Comments:

Supervisor's Signature: _____ **Date:** _____

Supervisor's email: