



**Southwestern Assemblies of God University**

**Business Department**

**Internship Handbook**

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This handbook is intended as a comprehensive overview of the internship process for all SAGU 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 (BSM 4141 will require a prerequisite of 12 hours of business core curriculum courses, BSM 4151 will require 12 hours of BSM major studies as a prerequisite) 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.

## What are the Internship requirements?

1. Obtain an approval for an internship in your major field of study.
2. Work with your Program Coordinator to develop 3 measureable learning outcomes.
3. Complete 120 supervised internship hours.
4. Register for the Internship course.
5. Complete all course activities.
6. Supervisor must complete an evaluation.
7. You must complete a self-evaluation.
8. 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 SAGU 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 SAGU 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 Program Coordinator **WILL NOT** approve an internship where you are simply getting coffee and answering the phones.

## 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 your Program Coordinator, first. The Program 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 ACC4593, BUS4593, HRM4593, MGT4593, MKT4593, and BSM 4141 and BSM 4151 (Business Sport Management students are required to participate in 2 internships). For all internships except Business Sport Management, the course requirements are listed below.

1. Provide your Program Coordinator with contact information for your internship (even though you have done so previously).
2. Develop 3 measurable learning outcomes and have them approved by your Program Coordinator.
3. Develop a Cover Letter for a position you are interested in obtaining.
4. Develop a resume for a position you are interested in obtaining, updated to reflect skills you gained during the internship. The internship information should be included in the resume.
5. Complete a Career Plan that summarizes a potential career path from entry level to experienced professional.
6. 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 improved skills. You may also include broader observations regarding management and organizational behavior and how academic coursework prepared you for this experience.
7. Complete a self-Evaluation survey

8. Provide permanent contact information for yourself to your Program Coordinator
9. A complete an updated portfolio which requires the following:
  - a. Student Cover Letter (created during Internship course)
  - b. Student Resume (created during Christian Vision course and updated for Internship course)
  - c. Documentation of any awards
  - d. Documentation of Community Service Work
  - e. Documentation of Leadership Development
  - f. Documentation of any certifications
  - g. 10-year career/education plan (created during Internship course)
  - h. Internship job description (created during Internship course)
  - i. Internship paper (created during Internship course)
  - j. Internship employer evaluation (created during Internship course)
  - k. Internship student self-evaluation (created during Internship course)
  - l. Major Assignments from courses as assigned by professors (These will be reflective of your major coursework)

**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 Program Manager. Any assignment that does not meet the Program Manager'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 Program Manager, in writing, for a review by the Business Faculty. The Program Manager 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.**

## Business Sport Management Internships

BSM 4141 and BSM 4151 are required internships. BSM 4141 is an on campus internship completed under the guidance of the athletic department or wellness center. BSM 4141 precedes BSM 4151 while providing insight to career choices for students. The following activities are required for BSM 4141.

1. Provide your Program Coordinator with contact information for your internship (even though you have done so previously).
2. Develop 3 measurable learning outcomes and have them approved by your Program Coordinator.
3. Reflective Essay – Write a 3-5 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 improved skills. You may also include broader observations regarding management and organizational behavior and how academic coursework prepared you for this experience.
4. Per every eight hours of internship a journal entry will be made. Journal will be handed in at end of internship.
5. Complete a self-evaluation survey.
6. A supervisor appraisal will be sent to internship supervisor and returned to SAGU supervisor.
7. Update student portfolio with required information concerning internship experience.
  - a. Student Resume (created during Christian Vision course and updated for Internship course)
  - b. Documentation of any awards
  - c. Documentation of Community Service Work
  - d. Documentation of Leadership Development
  - e. Documentation of any certifications
  - f. Internship job description (created during Internship course)
  - g. Internship paper (created during Internship course)
  - h. Internship employer evaluation (created during Internship course)
  - i. Internship student self-evaluation (created during Internship course)

### Internship requirements for BSM 4151

1. Provide your Program Coordinator with contact information for your internship (even though you have done so previously).
2. Develop 3 measurable learning outcomes and have them approved by your Program Coordinator.
3. Develop a Cover Letter for a position you are interested in obtaining.
4. Develop a resume for a position you are interested in obtaining, updated to reflect skills you gained during the internship. The internship information should be included in the resume.

5. Complete a Career Plan that summarizes a potential career path from entry level to experienced professional.
6. 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 improved skills. You may also include broader observations regarding management and organizational behavior and how academic coursework prepared you for this experience.
7. Complete a self-Evaluation survey
8. Provide permanent contact information for yourself to your Program Coordinator
9. Complete an updated portfolio which requires the following:
  - a. Student Cover Letter (created during Internship course)
  - b. Student Resume (created during Christian Vision course and updated for Internship course)
  - c. Documentation of any awards
  - d. Documentation of Community Service Work
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  - j. Internship employer evaluation (created during Internship course)
  - k. Internship student self-evaluation (created during Internship course)
  - l. Major Assignments from courses as assigned by professors (These will be reflective of your major coursework)