



Sonoma State University School of Business & Economics INTERNSHIP POLICY

Internships are educational programs that allow students to gain practical work experience and academic credit at the same time. These are supervised programs of work and study which involve students working in governmental, community service, or business settings. The typical intern works ten to twenty hours per week. Forty-five hours of work are required per unit of credit. Internships are appropriate for advanced undergraduate or graduate students working in fields that relate directly to their career or academic interests. Students should have completed two courses in their concentration prior to seeking an internship. A waiver of this requirement requires extraordinary circumstances. Students are advised that internships are more valuable when taken close to their date of graduation.

Criteria used in approving internships:

- ❖ There must be a clear and specified relationship to an academic program.
- ❖ Placement must be at a professional level of responsibility appropriate for university credit. This does not imply that interns do not do routine work.
- ❖ Internship credit is rarely appropriate in an organization where a student is already employed.
- ❖ Exceptions may be appropriate give special circumstances related to job transfers in the organization.
- ❖ Internships involving potential conflict of interests are not appropriate. Working in a small family business would be an example of such a potential conflict.
- ❖ Internships require prior approval of authorized officials.

All internships are paid. Four units maximum may be applied to the major in Business Administration. More than four units may be earned; however, units exceeding four are elective units and may apply toward the overall unit total needed for a degree.

Roles

The Intern fills a position offered by a sponsoring organization and executes duties in exchange for appropriate remuneration and academic credit.

The On-site Supervisor is the primary supervisor of the intern. The relation between the intern and the supervisor is one of employee and manager.

The Internship Director is the University supervisor of the intern. He/she is responsible for helping the student to arrange the internship and is the instructor for the intern. The coordinator is the liaison with the on-site supervisor and normally has minimal contact with the intern during the course of the internship. The student submits the final paper to the coordinator. The coordinator would serve as the resource person for any problems that may arise during the internship.

EXISTING JOBS DO NOT QUALIFY FOR BUS 499



School of Business & Economics

BUS 499: Internship

BUS 499 requires approval prior to the commencement of work.

To be completed by the Intern:

Semester and Year: _____ # of Units: _____

Course (check one):

- | | | |
|--|--|---|
| <input type="checkbox"/> BUS 499A = Accounting | <input checked="" type="checkbox"/> BUS 499MG = Mgmt | <input type="checkbox"/> ECON 499 |
| <input type="checkbox"/> BUS 499F = Financial | <input type="checkbox"/> BUS 499MK = Marketing | <input type="checkbox"/> BUS 596 = Graduate |
| <input type="checkbox"/> BUS 499FM = Fin Mgmt | <input type="checkbox"/> BUS 499W = Wine | |

How did you find this internship?: _____

Intern name: _____ SSU Student ID#: _____

Email address: _____ Phone #: _____

Mailing Address: _____

- List the academic courses (core and elective units) that have been completed that prepare the intern for this assignment:

To be completed by the Employer:

Employer: _____

Address: _____

Email Address: _____

On-Site supervisor: _____ Phone #: _____

Internship to begin: _____ Internship to end: _____

Hours per week: _____ Total hours: _____ Compensation: _____

Applicable State and Federal laws apply as they would to any temporary employee.

- Attach a comprehensive position description for the internship. If the internship was found through the SBE website you may use the description published there. **EXISTING JOBS DO NOT QUALIFY FOR BUS 499.**

Course Requirements:

- Participation on Moodle: All interns will be expected to participate as indicated in on-line discussions on Moodle. See BUS 499 course on Moodle for assignments and due dates throughout the semester.
- Internship Paper: Interns will write a paper (five page minimum, double spaced) describing their experience. The paper is submitted on Moodle by the last day of classes for the semester. See website for more details: <http://www.sonoma.edu/sbe/careers-and-internships/internship-program/for-students.html>

Performance Checks:

Evaluation of intern will include two phone conferences between Internship Director and On-Site Supervisor.

I, the Intern, have read and agree to all conditions specified above and within the Dept. Internship Policy.

Intern Name: _____ Signature: _____ Date: _____

On-site Supervisor: _____ Signature: _____ Date: _____

Internship Program Director: _____ Signature: _____ Date: _____