

Accounting & CIS
Monfort College of Business, UNC
INTERNSHIP PROGRAM

PURPOSE

To provide qualified College of Business majors with meaningful on-the-job work experience in a position that expands the student's educational experience.

DESCRIPTION

1. Up to 3 hours of credit toward graduation requirements. Repeatable for hours above graduation for a maximum of 6 credits. 45 hours of work corresponds to one semester credit hour unless a modification is agreed on by the School's Internship Coordinator.
2. Full or part-time work and may be paid or unpaid.
3. Minimum GPA as determined by School's Internship Coordinator.
4. Junior, senior or graduate student standing.
5. Graded ONLY on S/U basis (no letter grade).
6. Cannot count as an elective in student's Major, but may count as a business elective.
7. Student must pay tuition for course credit.
8. Written approval required *prior* to commencing the internship experience.

REQUIREMENTS

1. Proposal from student (see attached).
2. Acknowledgement of arrangement/project from employer (see attached agreement form).
3. 2-3 page interim report from student (see attached sample).
4. Interim memo/e-mail from supervisor (student meeting required hours, satisfactory performance, etc.)
5. 10 page final report (double space, 1" margins) due prior to finals week from student (see attached sample).
6. Video presentation.
7. Final evaluation in the form of either a memo or e-mail from supervisor (see attached sample).

PROCEDURE

1. An application for an internship (attached) will be completed by the student. This application precedes any subsequent steps. The student's application must be approved by the School's Internship Coordinator prior to the beginning of the internship experience.
2. The sponsoring firm will provide a job description that outlines the training to be provided the student, the compensation offered, the starting and ending dates of the internship, and the hours of work per week. This job description will be sent directly to the School's Internship Coordinator.
3. Student candidates will be interviewed by the School's Internship Coordinator who will make final determination regarding the student's eligibility for the internship experience.

EVALUATION

1. The student must provide an interim report (2 to 3 pages) to the School's Internship Coordinator on progress toward internship goals approximately in the middle of the semester and then a full final report (10 pages or more) before finals week during the internship experience semester. These reports will be provided to the School's Internship Coordinator for evaluation.
2. Students are required to keep a diary of work activity. This diary shall be sent to the School's Internship Coordinator on a weekly basis.
3. Following completing of the internship, students must make a short video presentation (3-5 minutes).
4. The grade for the internship will be either "satisfactory" or "unsatisfactory" and will be based upon all the reports and evaluations described prior. The grade will be awarded by the School's Internship Coordinator at the end of the semester.

**Department of Accounting & CIS
Monfort College of Business, UNC
INTERNSHIP PROGRAM
APPLICATION FOR INTERNSHIP**

Date: _____

Applicant's Name: _____

Address: _____

Telephone: _____

Emphasis (Marketing, Finance, CIS, Accounting, Management): _____

Student's Advisor: _____

Expected date of Graduation: _____ Semester: _____ Year: _____

Overall Grade Point Average: _____

Business Grade Point Average: _____

Grade Point Average in your Emphasis Area: _____

Semester Internship desired:

Summer	_____	Year	_____
Fall	_____	Year	_____
Spring	_____	Year	_____

Type of Internship Desired: (Area of interest within your Emphasis: e.g., Audit, Tax, Network, Design, Programming, System Analysis, Human Resources, Leadership, Sales, Marketing, Planning, Investment Banking, Corporate Finance, etc.)

List any previous work experience you have had that related to the internship.

<i>DATE</i>	<i>NAME OF FIRM</i>	<i>BRIEF DESCRIPTION OF DUTIES</i>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Internship Company Name _____ *Job Title* _____

Applicant's Signature _____ *Date* _____

BAAC 492 _____ *BAAC 592* _____ *BACS 492* _____

Approved by _____ *Number of credits approved* _____ *Date* _____

Attach Position Description/ Job Duties

Department of Accounting & CIS
Monfort College of Business, UNC
INTERNSHIP PROGRAM
INSTRUCTIONS FOR POTENTIAL EMPLOYERS OF A STUDENT INTERN

As a potential training supervisor of a student intern, your Company has a vital part in providing a capstone to the formal education process.

The objectives of student internships are four-fold:

1. To develop a working and educational relationship between the Monfort College of Business at the University of Northern Colorado, selected businesses, and the student.
2. To continue training begun at the University through actual planned job experiences. Learning by the intern is the primary objective.
3. To enable students to explore and crystallize interests and abilities through the application of skills or the exposure to new areas of potential interest.
4. To provide feedback and mentoring to the intern to further enhance their future career potential.
5. To allow the student to make a positive contribution to the Intern Employer.

An initial step to establishing an internship is to have the cooperating firm supervisor prepare a position description. Please prepare a position description on the form provided that outlines the planned activities your organization will provide the intern. The activities should reflect a variety of exposures in the various facets of your business rather than an on-going job with a focus on one specific task. Breadth and depth of experiences as well as the existence of ongoing mentoring, coaching and feedback to the student will be considered in determining whether the position is appropriate for internship credit. Therefore, the emphasis is on training as opposed to performing a job.

Deliverables to Monfort College of Business

1. Position description (see attached).
2. Subsequent to the hiring decision, a letter to the Department Internship Coordinator formalizing the arrangement with the student (e.g., who is being hired, the expected dates of employment, a top level description of the intern's duties or reference to the specific position description).
3. Interim memorandum or e-mail from intern's supervisor evaluating the performance of the intern (e.g., student is meeting required hours, has satisfactory performance, etc.). The interim evaluation should be prepared near the middle of the internship and should be sent directly to the School's Internship Coordinator.
4. Final evaluation of the intern's performance in the form of either a memorandum or e-mail form supervisor. The final should be sent directly to the School's Internship Coordinator as soon as possible after the completion of the internship. (See attached sample form).

(Continued)

Duties and Responsibilities *(identify expected learning opportunities for intern):*

Percent of Time:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

What particular skills are you looking for in a student who would be a potential candidate for this internship?

Approved by _____ ***Number of credits approved*** _____ ***Date*** _____

**Department of Accounting & CIS
Monfort College of Business, UNC
INTERNSHIP PROGRAM**

Internship Coordinator

Accounting:

Lloyd "Pat" Seaton

Associate Professor of Accounting

Room: 2090-G

Phone: 970-351-1210

Email: lloyd.seaton@unco.edu

**Department of Accounting & CIS
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INTERNSHIP PROGRAM
Sample Intern Interim Report**

Date: _____

Name: _____

Internship Employer: _____

Department Internship Coordinator: _____

- 1. Describe your activities in the internship.**
- 2. Discuss the area in which you feel you have learned the most. Why?**
- 3. How has this internship provided a capstone to your studies at MCB?**
- 4. What skills/knowledge do you consider to be the most important in order to be a success in this position? What strides have you made to improve yourself in these areas?**
- 5. Who has been the most instrumental person in your internship? Why? What mentoring/coaching/feedback have you received from this person?**
- 6. What skills/knowledge did you attain at MCB that have improved your likelihood of success in the internship?**
- 7. What additional skills/courses could MCB provide you with in order to improve your likelihood for success in this internship or in a future business career?**
- 8. Do you feel you have been a success in the internship so far? Why?**
- 9. Other as you would like to share or as requested by your School's Internship Coordinator.**

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INTERNSHIP PROGRAM
Sample Final Internship Supervisor Evaluation

Date: _____

Intern's Name: _____

Internship Employer: _____

Intern's Supervisor: _____

Department Internship Coordinator: _____

Performance:

Discuss the intern's performance with respect to the specific duties as described on the position description. Does the intern meet the minimum requirements? Do they exceed expectations? Are there areas of improvement you could recommend to enhance the intern's success?

Professionalism:

Discuss the intern's work ethic, appearance, and written and oral communication skills. Provide any specific accomplishments and any constructive criticism to improve the intern's likelihood for success in the future.

Teamwork:

How does the intern function with peers, subordinates, supervisors, clients or others? Provide any specific accomplishments and any constructive criticism to improve the intern's likelihood for success in the future.

Suggestions for future internship applicants or to MCB to improve the learning experience:

**Department of Accounting & CIS
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Sample Intern Final Report**

Date: _____

Name: _____

Internship Employer: _____

Dept Intern Coordinator: _____

Topics to be covered:

Discuss all of the knowledge and wisdom that you obtained from the internship that you could not have gained in a classroom setting. Indicate whether it would be possible to obtain such knowledge in the classroom and if so, how or if not, why not. Provide specific examples if possible.

Discuss the mentoring/coaching/feedback process at the internship employer and how it impacted your ability to learn on the job.

Discuss the most important ability you learned from the internship.

Apply all the knowledge and wisdom you obtained from the internship to make business suggestions to the internship employer.

Apply the knowledge and wisdom you obtained from the internship to make suggestions to the MCB curriculum.