**Department of 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. 3 hours of credit toward graduation requirements. Repeatable for hours above graduation for a maximum of 6 credits. 135 hours of work corresponds to three semester credit hours 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. Counts as a business elective (BAAC 492), or as a required elective in the MAcc (BAAC 592).
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. Weekly blog entries.
4. 2-3 page interim report from student (see attached outline).
5. Interim memo/e-mail from supervisor (student meeting required hours, satisfactory performance, etc.)
6. Final evaluation in the form of either a memo or e-mail from supervisor (see attached sample).
7. 4-5 page final report due prior to finals week from student (see attached outline).
8. 3-5 minute video presentation summarizing your experience.

# 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. Students are required to keep a blog of work activity. This blog shall be sent to the School’s Internship Coordinator on a weekly basis.
2. 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 (4-5 pages) before finals week during the internship experience semester. These reports will be provided to the School’s Internship Coordinator for evaluation.
3. Following completing of the internship, students must record and submit a short video presentation (3-5 minutes) to the School’s Internship Coordinator.
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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Summer \_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Year  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Fall \_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Year  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Spring \_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Year  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

 **Semester Internship desired:**

**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.)

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

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***Internship Company Name*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job *Title*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Applicant's Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Select one: BAAC 492 \_\_\_\_\_\_ BACS 492 \_\_\_\_\_\_ BAAC 592 \_\_\_\_\_\_***

***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).

**Department of Accounting & CIS**

**Monfort College of Business, UNC**

**INTERNSHIP PROGRAM**

**POSITION DESCRIPTION**

***Company Name:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Job Title:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Number of Weeks:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Approximate Hours per Week:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Expected Compensation:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Sponsoring Firm Contact Person:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Phone:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature of Contact Person/Supervisor:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:** A Position Description for the UNC Student Internship is a specific statement of the tasks involved in the training of the intern and the conditions under which the training of the internship will work.

***General Position Description***:

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| ***Duties and Responsibilities (identify expected learning opportunities for intern):***  |  ***Percent of Time:***  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
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***What particular skills are you looking for in a student who would be a potential candidate for this internship?***

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***Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Number of credits approved \_\_\_\_\_\_\_\_\_***

***Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**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**

**Monfort College of Business, UNC**

**INTERNSHIP PROGRAM**

**Sample Internship Supervisor Evaluation**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interim Evaluation Final Evaluation**

**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 succes**s?**

**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**

**Monfort College of Business, UNC**

**INTERNSHIP PROGRAM**

**Intern Interim Report Outline**

**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.**

**Department of Accounting & CIS**

**Monfort College of Business, UNC**

**INTERNSHIP PROGRAM**

**Intern Final Report Outline**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internship Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Intern Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **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 it not, why not. Provide specific examples if possible.**
2. **Discuss the mentoring/coaching/feedback process at the internship employer and how it impacted your ability to learn on the job.**
3. **Discuss the most important ability you learned from the internship.**
4. **Apply all the knowledge and wisdom you obtained from the internship to make business suggestions to the internship employer.**
5. **Apply the knowledge and wisdom you obtained from the internship to make suggestions to the MCB faculty and administrators.**