



# **INTERNSHIP PROGRAM MANUAL**

**For BBA in Accountancy, Finance, Management,  
Marketing, or BA in Economics**

**Prepared by**

**School of Business Curriculum Committee**

**January 2007**

# GENERAL PROCEDURES FOR INTERNSHIPS

Application for internship should be completed by the student during the semester prior to the anticipated enrollment and assignment. Students may apply for the Internship during the semester in which they will complete the prerequisites. They should also arrange for a Faculty Internship Advisor (FIA) who is the faculty member of record that actually supervises an internship. The FIA will have several meetings with the student and one or two meetings with the employer supervisor.

## PRELIMINARY INTERNSHIP STEPS

1. Student submits completed application, resume and transcript copy to the FIA (and subsequently the discipline coordinator) for approval.
2. The FIA will work with the student and employer to ensure a training plan is developed.
3. Employer completes the Internship Agreement.
4. The student completes the Internship Contact Data Form
5. FIA sends a confirmation letter to the employer with a copy of the signed Internship Agreement.
6. Internship Checklist must be completed before the student registers for the course.
7. School of Business Advisor manually enrolls student in the course.

## REQUIRED ACTIVITIES DURING INTERNSHIP

Activity Log: It will be the student's responsibility to complete a daily Activity Log summarizing work activities. The student must request the employer supervisor to sign the log at agreed upon intervals.

Evaluation: Prior to the end of the work period, the Employer Evaluation Form will be sent or delivered by the FIA to the employer supervisor. A due date by which time the evaluation should be returned to the FIA will be indicated. It is suggested, but not required, that the employer supervisor discuss the evaluation with the student. The FIA may discuss the evaluation with the student and will assign the final grade for the Internship assignment.

Final Report: Upon completion of the internship period, a final report must be submitted to the FIA. The date for submission will be directed by the FIA.

## **THE TRAINING PLAN**

The plan is to be initiated by the student following a meeting for this purpose between the student and the FIA. The plan will be reviewed by the employer supervisor. Following this review, the plan is to be reviewed and approved by both the employer supervisor and the faculty advisor.

The plan should follow a format that includes the following items:

1. Employer, supervisor, and firm address.
2. Nature of the industry/business.
3. Length of training period in hours and weeks or months (at least 150 hours).
4. Outline of the training program, using major or sub-headings, and time designation if possible.

## **FINAL REPORT**

A specially designed format for this report will be provided to the student as a guide for its completion. Different disciplines or circumstances dictate different formats for the final report. It may be defined as a term paper. Specific guidance for the report will come from each discipline.

# **EXPECTATIONS**

## **RESPONSIBILITIES OF STUDENT INTERN**

1. Explore with FIA possible internship positions with emphasis on stated objective.
2. With approval of advisor and FIA, initiate an exploratory conference with an intern company to discuss conditions and settings.
3. In cooperation with advisor and FIA, complete written agreement with intern company.
4. Maintain an up-to-date log of experiences for periodic reports to FIA.
5. Participate in periodic conferences with the FIA.
6. Provide the FIA with a summary of how objectives are being attained.
7. Prepare final report as specified by the FIA.

## **RESPONSIBILITIES OF FACULTY INTERNSHIP ADVISOR (FIA)**

1. Serve as consultant to the student in identifying the feasibility of the proposed internship.
2. Coordinate with the student in identifying agencies and establishing the best possible internship assignment.
3. Discuss with the students, in individual and/or group conference the responsibilities of the student internship.
4. Accept interns as responsible professionals and place them under a written Internship Agreement with the university and company.
5. Send a confirmation letter and Internship Agreement to the company.
6. Conduct conferences with the interns during the semester and at the end of the semester for progress reports, discussion of concerns, and evaluations.
7. Assist each intern on a continuous basis through visits, conferences, and evaluations, to progress successfully in his/her role and to improve the quality of his/her performance.
8. Conduct conferences as needed with cooperating supervisor and intern regarding progress and suggestions for future activities and experiences.
9. Evaluate intern and report grade at the end of semester.

## **RESPONSIBILITIES OF COMPANY**

1. Designate a cooperating supervisor for the intern.
2. Facilitate conditions conducive to the success of the internship program.
3. Enter into an agreement with the intern concerning conditions for the internship experience (length, hours, reimbursement for services, etc.)
4. Specify requirements for intern in relation to the intern's job.
5. Furnish time for conferences with the intern.
6. Evaluate the intern's progress and make suggestions for future activities.

## **SYLLABI FOR SPECIFIC DISCIPLINES**

**ACCOUNTING**

**FINANCE**

**MANAGEMENT**

**MARKETING**

**ECONOMICS**

## **SYLLABUS: ACCT 4392 INTERNSHIP IN ACCOUNTING**

Catalog Description:	A supervised field experience as an accounting professional that enables the student to explore career options. Internship must involve work that is substantially accounting in nature with job responsibilities similar to those that a full-time employee would face. May be taken only once for credit.
Prerequisite(s):	ACCT 3301, ACCT 3302, and either ACCT 3303 or ACCT 3305 and three additional hours of upper-level accounting; minimum GPA of 2.5 overall and 2.75 in the major; and permission of academic advisor and faculty internship advisor.
Course Objectives:	To allow students to earn college credit for employment in a learning environment.
Current Textbook:	Textbook and/or selected readings and other materials are the responsibility of the instructor of record.
Evaluation Process:	Student performance will be measured through a final report from the student detailing the experience and the employer's evaluation. Other types of evaluation may be employed at the discretion of the faculty internship advisor (FIA).
Required Course Content:	Varies
Optional Course Content:	Optional content may be agreed to between the employment supervisor and the FIA.
Course Curriculum Coordinator:	Dr. Davenport

## SYLLABUS: FINA 4392 INTERNSHIP IN FINANCE

Catalog Description:	A supervised field experience as a financial professional that enables the student to explore career options. Internship must involve work that is substantially financial in nature with job responsibilities similar to those that a full-time employee would face. May be taken only once for credit.
Prerequisite(s):	FINA 3320, FINA 4322, FINA 4323, and FINA 4327; minimum GPA of 2.5 overall and 2.75 in the major; and permission of academic advisor, area coordinator, and faculty internship advisor.
Course Objectives:	To allow students to earn college credit for employment in a learning environment. Also, to learn what the actual work environment is like for a financial professional as well as explore career options.
Current Textbook:	Textbook and/or selected readings and other materials are the responsibility of the instructor of record.
Evaluation Process:	Student performance will be measured through a final report from the student detailing the experience and the employer's evaluation. Other types of evaluation may be employed at the discretion of the faculty internship advisor (FIA).
Required Course Content:	Varies
Optional Course Content:	Optional content may be agreed to between the employment supervisor and the FIA.
Course Curriculum Coordinator:	Dr. Haensly

## **SYLLABUS: MNGT 4392 INTERNSHIP IN MANAGEMENT**

Catalog Description:	A supervised field experience as a management professional that enables the student to explore career options. Internship must involve work that is substantially management in nature with job responsibilities similar to those that a full-time employee would face. May be taken only once for credit.
Prerequisite(s):	MNGT 3310 and 9 additional hours of upper-level management; minimum GPA of 2.5 overall and 2.75 in the major; and permission of academic advisor and faculty internship advisor.
Course Objectives:	To allow students to earn college credit for employment in a learning environment.
Current Textbook:	Textbook and/or selected readings and other materials are the responsibility of the instructor of record.
Evaluation Process:	Student performance will be measured through a final report from the student detailing the experience and the employer's evaluation. Other types of evaluation may be employed at the discretion of the faculty internship advisor (FIA).
Required Course Content:	Varies
Optional Course Content:	Optional content may be agreed to between the employment supervisor and the FIA.
Course Curriculum Coordinator:	Dr. Price

## **SYLLABUS: MRKT 4392 INTERNSHIP IN MARKETING**

Catalog Description:	A supervised field experience as a marketing professional that enables the student to explore career options. Internship must involve work that is substantially marketing in nature with job responsibilities similar to those that a full-time employee would face. May be taken only once for credit.
Prerequisite(s):	MRKT 3300 and 9 additional hours of upper-level marketing; minimum GPA of 2.5 overall and 2.75 in the major; and permission of academic advisor and faculty internship advisor.
Course Objectives:	To allow students to earn college credit for employment in a learning environment.
Current Textbook:	Textbook and/or selected readings and other materials are the responsibility of the instructor of record.
Evaluation Process:	Student performance will be measured through a final report from the student detailing the experience and the employer's evaluation. Other types of evaluation may be employed at the discretion of the faculty internship advisor (FIA).
Required Course Content:	Varies
Optional Course Content:	Optional content may be agreed to between the employment supervisor and the FIA.
Course Curriculum Coordinator:	Dr. Tinney

## **SYLLABUS: ECON 4392 INTERNSHIP IN ECONOMICS**

Catalog Description:	A supervised field experience as an economics professional that enables the student to explore career options. Internship must involve work that is substantially economics in nature with job responsibilities similar to those that a full-time employee would face. May be taken only once for credit
Prerequisite(s):	Twelve credit hours of Economics; minimum GPA of 2.5 overall and 2.75 in the major; and permission of academic advisor and faculty internship advisor.
Course Objectives:	To allow students to earn college credit for employment in a learning environment.
Current Textbook:	Textbook and/or selected readings and other materials are the responsibility of the instructor of record.
Evaluation Process:	Student performance will be measured through a final report from the student detailing the experience and the employer's evaluation. Other types of evaluation may be employed at the discretion of the faculty internship advisor (FIA).
Required Course Content:	Varies
Optional Course Content:	Optional content may be agreed to between the employment supervisor and the FIA.
Course Curriculum Coordinator:	Dr. Hodges

# **FORMS FOR INTERNSHIPS**

## **FACULTY INTERNSHIP ADVISOR (FAI) FORMS**

## INTERNSHIP CHECK LIST

Student name \_\_\_\_\_ Student ID# \_\_\_\_\_

Major \_\_\_\_\_ Advisor \_\_\_\_\_

Hours completed \_\_\_\_\_ GPA undergrad \_\_\_\_\_ GPA major \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Internship semester \_\_\_\_\_

### Items Submitted:

\_\_\_\_\_ Student Application

\_\_\_\_\_ Transcript

\_\_\_\_\_ Resume

\_\_\_\_\_ Internship Contact Data

\_\_\_\_\_ Letter of Understanding

\_\_\_\_\_ Internship Agreement/Job Duties

### Approvals:

Faculty Internship Advisor \_\_\_\_\_

Discipline Coordinator \_\_\_\_\_

Entered in CampusConnect \_\_\_\_\_



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schoolofbusiness@utpb.edu

## INTERNSHIP LETTER OF UNDERSTANDING

This is to confirm that \_\_\_\_\_, a student in the Bachelor of Business Administration program at the University of Texas of the Permian Basin, will serve an internship with your organization. The internship will be under the terms of the enclosed Internship Agreement.

At the conclusion of the internship, the intern is required to supply the University with a report describing the experiences received while with your organization. This report will not be released to you by the university.

Please review and sign the Internship Agreement then return it to me.

Sincerely yours,

---

Faculty Internship Advisor  
School of Business

Enclosures: Internship Agreement  
Employer's Evaluation Form (sample)



## INTERNSHIP AGREEMENT

Intern: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Place of Internship: \_\_\_\_\_

Date of Internship: From: \_\_\_\_\_ to: \_\_\_\_\_

1. The schedule during the internship (min 150 hours) will be:

\_\_\_\_\_

2. During the above dates, the intern will be performing the following duties:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. A stipend will be paid to the intern in the amount of \$ \_\_\_\_\_

4. The dates of the stipend will be from \_\_\_\_\_ to \_\_\_\_\_

5. During the internship the intern will be under the direct supervision of:

\_\_\_\_\_.

6. The FIA and the student's advisor will have the permission to visit for purpose of supervision and evaluation of the intern.

7. The supervisor of the intern will be requested to report to the FIA regarding the progress of the intern.

8. The company supervisor will complete and return the Employers Evaluation form which will be shared with the intern by the FIA.

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

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Signature Faculty Internship Advisor (FIA)

\_\_\_\_\_  
Signature of Supervisor



## EMPLOYER'S EVALUATION FORM

Student Name \_\_\_\_\_ Course \_\_\_\_\_ *4392 Internship*

Employer \_\_\_\_\_

Work Period \_\_\_\_\_ Position \_\_\_\_\_

Instructions: The immediate supervisor will evaluate the student objectively, based on your expectations for an intern. Place a check mark on the line that best describes their performance in each area.

<b>RELATIONS WITH OTHERS</b> <input type="checkbox"/> Exceptionally well accepted <input type="checkbox"/> Works well with others <input type="checkbox"/> Gets along satisfactorily <input type="checkbox"/> Has some difficulty working with others <input type="checkbox"/> Works very poorly with others	<b>ATTITUDE-APPLICATION TO WORK</b> <input type="checkbox"/> Outstanding in enthusiasm <input type="checkbox"/> Very interested and industrious <input type="checkbox"/> Average in diligence and interest <input type="checkbox"/> Somewhat indifferent <input type="checkbox"/> Definitely not interested
<b>JUDGEMENT</b> <input type="checkbox"/> Exceptionally mature <input type="checkbox"/> Above average in making decisions <input type="checkbox"/> Usually makes the right decisions <input type="checkbox"/> Often uses poor judgment <input type="checkbox"/> Consistently uses bad judgment	<b>DEPENDABILITY</b> <input type="checkbox"/> Completely dependable <input type="checkbox"/> Above average in dependability <input type="checkbox"/> Usually dependable <input type="checkbox"/> Sometimes neglectful or careless <input type="checkbox"/> Unreliable
<b>ABILITY TO LEARN</b> <input type="checkbox"/> Learns very quickly <input type="checkbox"/> Learns readily <input type="checkbox"/> Average in learning <input type="checkbox"/> Rather slow to learn <input type="checkbox"/> Very slow to learn	<b>QUALITY OF WORK</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Very poor
<b>ATTENDANCE</b> <input type="checkbox"/> Regular <input type="checkbox"/> Irregular	<b>PUNCTUALITY</b> <input type="checkbox"/> Regular <input type="checkbox"/> Irregular

<b>OVERALL PERFORMANCE</b>	<b>Outstanding</b>	<b>Very Good</b>	<b>Average</b>	<b>Marginal</b>	<b>Unsatisfactory</b>

Has this report has been discussed with the student:?    \_\_\_ Yes    \_\_\_ No

Would you hire this student for another work period?    \_\_\_ Yes    \_\_\_ No

What traits may help or hinder the student's advancement?

Additional Remarks:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)

# **STUDENT FORMS**



# STUDENT APPLICATION

## Internship Program

Student Name \_\_\_\_\_

Declared Major \_\_\_\_\_

Class Standing \_\_\_\_\_

Brief Statement of Career Goals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I have read the University of Texas of the Permian Basin School of Business Internship Program Manual, and I wish to participate in the program during the \_\_\_\_\_ semester of the \_\_\_\_\_ year.

I understand the expectations of the students enrolled in the program and am willing to abide by them.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Application

Required attachments to application:

\_\_\_\_\_ Current Resume      \_\_\_\_\_ Current UTPB transcript

<b>INTERNSHIP CONTACT DATA</b>
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**Student Name** \_\_\_\_\_

Major:

Phone number:

Email:

**Faculty Internship Advisor** \_\_\_\_\_

Discipline:

Phone number:

Email:

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

Supervisor/Cooperating Administrator:

Phone Number:

Email:

Address:

Position for intern:

Duration of Internship:

Primary intern responsibilities:

# DAILY INTERNSHIP ACTIVITY LOG

Page \_\_\_\_\_

Name of Intern \_\_\_\_\_

Date	Description of Activity