

## Student Information and Guidelines

### Student Qualifications

- Open *only* to Business majors
- Must have at least a 3.0 overall grade point average
- At least 75 credit hours (Junior standing) in the TCOB
- Satisfied all related course prerequisite determined by discipline
- Secure an academically approved internship, i.e., the student must earn the internship position

### Internship Position

- Must meet all requirements and have the approval of the TCOB Internship Coordinator
- Internship Company/Supervisor must provide a syllabus of activities for the semester
- Should be a new learning experience for the student intern (i.e., should not be a job the student holds currently or has held previously with that company)

### The student (Intern) agrees to:

- Prepare a personal resume. This resume should be reviewed and approved by the Internship Coordinator prior to contacting the employer.
- Provide a written statement of goals and expectations for the internship
- Work a minimum of 135 hours for three (3) hours college credit (9 hours per week for 15 weeks during Fall or Spring semesters, 16.5 hours per week for eight weeks during Summer semester, or equivalent thereof).
- Act in a professional manner, maintain confidentiality, be open to constructive criticism through the internship, and comply with the rules, policies, and regulations of the employer.
- Maintain a daily journal (for each day worked) of internship activities and personal reflections (analysis of experiences), which will be reviewed by the Internship Coordinator.
- Successfully achieve three learning objectives agreed upon before accepting the internship.
- Complete a Written Report and Oral Presentation by designated due dates (See Instructions for Written and Oral Projects by the Intern).

The TCOB (represented by the Internship Coordinator) will:

- Provide the student with three hours of credit for a successfully completed (minimum 135 hours) internship.
- Be available to the student should problems arise during the course of the internship and to assist the student with correcting situations which might prevent the successful completion of the internship experience.
- Be available to the sponsoring employer should procedural problems arise during the course of the student's internship and to assist the employer with correcting situations which might prevent the successful completion of the internship experience.