

BUSINESS AND ACCOUNTING INTERNSHIP PROGRAM Dixie State College of Utah

OVERVIEW

Internships are educational employment positions wherein students apply classroom knowledge, gain hands-on experience in their career path, assess their interests and abilities, and learn what is required to be successful in their chosen field. As students perform internships, they earn credentials for resumes and receive networking opportunities that are often invaluable in shaping their future careers.

An academic internship must include learning goals, significant projects, and a committed supervisor/mentor who will guide and evaluate the intern. One to three hours of upper division elective credit is available to all Dixie State College students doing a business related internship if it meets these requirements.

Internships may be part-time or full-time employment, and are generally eight weeks to one year in length (15 weeks is the standard). The majority of students do internships within the United States, but interest and opportunities in international work experience is steadily increasing.

WHICH CLASS TO TAKE

Students seeking credit for their internship must first receive approval from the Internship Coordinator. Business Administration Majors will register for MGMT 4200/4210 and Accounting Majors will register for ACCT 4890/4891. These courses may be taken for 1, 2, or 3 hours credit and will be on a Pass/Fail basis. MGMT 4210 and ACCT 4891 are designed for students completing a second semester of Internship.

Non-Business majors may receive permission to register for a MGMT or ACCT internship if they are juniors or seniors, and if the internship experience is Business/Accounting related.

COURSE CREDIT REQUIREMENTS

(3 credit hours: 150+ hours of work)

Weekly Journal Entries. Submit one journal entry each week of your internship. We suggest that you ponder and reflect on your experience and make note of insights and learning gained, as well as your progress on weekly goals. Include networking opportunities, projects, executive visits, etc.

Company Report. Please list your name, company name, semester and year registered for the internship, and label it "company report." This report should be completed by midpoint in your internship or sooner. It will assist you in gaining helpful background information about your sponsor company. This company report should include company history, products/services, target market, financial strength, human resource benefits and career opportunities, company organization, and company plans for the future. (See criteria sheet.)

The report should be 5 - 8 typed pages, double-spaced. The company report should address the following areas as they pertain to your sponsor company (the numbers to the right of the headings indicate the point value for each section):

History/Background	10
Products/Services, Price, Promotion	20
Target Market	10
Financial Strength	10
Human Resources, Benefits, Career Opportunities	15
Company Organization	10
Future Plans	10
Conclusion	10
Grammar/Spelling	5
TOTAL	100

Note: If the nature of your internship does not allow for the above information, you may contact the Internship Office and make a proposal for a different report to satisfy this requirement.

Learning Report **OR** Executive Interview(s) Report

This paper should be a synopsis of your learning acquired through the internship experience, and may be an expansion of your journal entries. Critically analyze your internship and state your observations, learning, and/or personal growth in the following areas: leadership, self-management skills, creative problem solving and decision-making. State concepts from the classroom that you were able to use in the work site, as well as new learning that you can take back to the classroom. Consider management styles and work ethics. If you were owner of the company, what changes would you implement?

The report length should be 5 - 8 typed pages, double-spaced.

Executive Interview Report

This report should provide a detailed review of one or more visits with a company executive. Students should prepare an outline of questions they would like to discuss in the interview, i.e., career path of the executive, business philosophy, critical decisions in achieving success, advice in balancing family life and business, etc. What would they do over again, and what would they do differently?

The report length should be 5 - 8 typed pages, double-spaced. At least one page of your report should state the learning received and overall value of the interview(s).

This report is due no later than the last day of final exams in the semester you are doing your internship. Be sure to list your name, company name, semester and year registered for the internship, and label it "Learning Report" or "Executive Interview Report."

Students registered for MGMT 4210 or ACCT 4891 who are completing an additional internship at the same business establishment should not complete another Company Report. They should complete both a Learning Report and an Executive Interview Report. Those students completing an additional internship at a different business establishment should complete a new Company Report and either a Learning Report or an Executive Interview Report.

Evaluations

Complete the Student Evaluation at the end of your internship, and assume responsibility for having your supervisor complete the Employer Appraisal forms.

Two or one credit hour requirements

(2 credit hours: 75 - 150 hours of work)

Do all assignments stated above, minus one report.

(1 credit hour: 45 - 75 hours of work)

Do all assignments stated above but no reports.

Grading

If course work is not submitted by the end of the semester in which the student has registered, a "I" grade will be assigned indicating that work is still in progress. Once all work is completed, the "I" will be changed to a P/F grade.

MGMT 4200 /4210 Business Internship Checklist

Course Registration Checklist

- _____ Have your internship approved for credit with the Internship Coordinator. Office 305, Udvar-Hazy Business Building 1-435-652-7832.
- _____ Pick up the internship information packets from the Internship Coordinator.
- _____ Register for MGMT 4200 /4210 for 1, 2, or 3 hours of credit: An add card must be signed by the Internship Coordinator.
- _____ Complete a clear and specific set of goals to be accomplished during the internship, review them with your employer and Internship Coordinator, and give a copy of them to the coordinator to be placed in your internship file. If these goals need to be changed or altered during the semester, they must be approved by the employer and coordinator and placed in your file.
- _____ Keep and turn in a weekly record of your internship activities. This record should include the total hours worked that week, the time spent that week on each internship goal, the insights and things that were learned that week and their possible future application, and your feelings, both pro and con, about your experiences.
- _____ Complete and turn in (if applicable) your company report.
- _____ Complete and turn in (if applicable) either your learning report or your executive interview(s) report.
- _____ Have your employer complete the internship student evaluations and turn them in to your Internship Coordinator.

ALL WORK SHOULD BE COMPLETED AND TURNED IN BY THE LAST DAY OF CLASS!

ASSIGNMENT HELPS

Label assignments with your name, date, and company name. All project reports should be typed and double-spaced. The following suggestions will improve the quality of your assignments:

1. Closely watch spelling, grammar, and punctuation. Remember that presentation and written communication are skills that are vital to your professional success. Be sure to proofread your papers for errors.

2. Always comment on how you feel about the present system. Think of a better way to do a particular operation within your company and state that better way in your paper.
3. Do not "pad" project assignments with unnecessary comments or very obvious comments. Write as though you are writing to people who are educated in business. However, if you are writing something peculiar to your company, describe it sufficiently for the grader's understanding.
4. Your assignments should reflect what you know, how you learned it, why it is the way it is, and from whom you got your information. If you take the time to contact the correct source, you will learn the right facts. You will also get to know people who can really help you not only now, but also in the future.

PROFESSIONAL CONDUCT

1. Maintain a positive attitude.
2. Be punctual.
3. Show initiative. Volunteer for assignments if your work is completed.
4. Accept criticism as a way of learning.
5. Be cooperative.
6. Ask questions.
7. Keep a sense of humor and do not be afraid to let it show.
8. Be patient. Do not expect too much too soon.
9. Dress in a professional manner and be well groomed.
10. Maintain consistent communication with your supervisor.

Note: If you have concerns regarding your responsibilities, we expect you to communicate clearly with your supervisor. Where problems persist, please contact the Internship Office. Interns who have consistent and open communication with their supervisors/company executives generally have the best internship experience. Where there is not adequate communication, interns should request regular visits with their supervisor. Clearly stated expectations, both from student and supervisor, insure a more satisfying internship for everyone concerned.

UNANTICIPATED TERMINATION PROCEDURES

1. If you must drop or terminate the internship experience for whatever reason, the same principles and rules apply as those for dropping any other course. These rules are found in the Dixie State College of Utah catalog.
2. If the company terminates your employment for performance reasons, the same principles and rules apply as above. However, if you are terminated for reasons other than performance, please contact the Internship Office.

MGMT 4200 & 4210 BUSINESS INTERNSHIPS

EMPLOYER APPRAISAL FORM

Student Name: _____ Semester: Spr. Sum. Fall Year ____

Company Name: _____

Supervisor Full Name: _____

Supervisor Email: _____ Phone: _____

Internship employment from _____ to _____ (MM/DD/YY)

PURPOSE: The internship program at Dixie State College extends the student's education beyond the limitations of classroom teaching and curriculum. The person who supervises the student on his/her internship has the serious responsibility of reporting to the individual his/her performance level, limitations, potential, and developmental needs. The internship employer thus cooperates with the College's career objectives. This communication is essential for the development of individual talent. This evaluation will be used for counseling purposes and will be a part of the student's permanent record.

APPRAISAL INSTRUCTIONS: This form should be completed by the individual in the best position to evaluate the employee's training. The evaluation consists of two basic parts:

1. **PERFORMANCE RECORD:** The completion of the position performance and work habits evaluations are to be based wholly on the employee's performance as related to the standards of his/her present job. In completing this section, the rater should consider the student's performance as compared with other students of comparable academic level and other personnel assigned the same or similarly classified jobs. The employee's potential should not play a part in the evaluation of his/her performance.
2. **PROFESSIONAL DEVELOPMENT:** In the employee problem checklist, emphasis should be placed on the student's relative strengths and weaknesses as they affect his/her overall professional development. The evaluation of his/her present performance (Part I) only indicated how well he/she is doing on his/her present job. By considering the student's strong points and limitations, guidance can be provided to enhance his/her achieving maximum professional potential.

Appraisals should be made only on those sections where the supervisor feels reasonably competent to judge the individual accurately. The rater is encouraged to qualify his/her evaluations in areas where further information would be helpful by utilizing the spaces provided for comments.

PERFORMANCE RECORD: The areas of performance listed in this section are generally applicable to most positions. The rater is encouraged to add specific items, cite examples, or write explanations if necessary to clarify meaning.

POSITION PERFORMANCE EVALUATION

Assign a numerical value from 1 to 5 in the following chart to reflect the relative strengths and weaknesses of the student in each performance category. Please leave a blank space for any category which does not correspond to the student's assignment or on which you do not have sufficient information to make an evaluation.

<u>Numerical Value</u>	<u>Performance Description</u>
1 (Outstanding)	The best, or one of the best, trainees you have ever supervised in this category
2 (Very satisfactory)	Above average, but not outstanding
3 (Satisfactory)	Average ability, commensurate with the demands of the position
4 (Barely satisfactory)	Lacking in some important respects or generally below average
5 (Unsatisfactory)	Because of attitude, lack of ability or failure to use it, or any other cause

Category	1	2	3	4	5	Comments/Explanations
1. Volume of work produced						
2. Quality of work produced						
3. Analytical ability						
4. Sensitivity to problems and ability to resolve them						
5. Accuracy and thoroughness						
6. Ability to work under pressure						
7. Effectiveness in oral communications						
8. Effectiveness in written communications						
9. Original and creative thinking						
10. Ability to learn						

WORK HABITS EVALUATION

Please check the column which best describes the student's individual work habits. Please evaluate each characteristic individually.

Category	Above Average	Average	Below Average	Comments/Explanations
1. Is effective in preparing and organizing work				
2. Takes initiative				
3. Has ability to adjust to non-routine assignments				
4. Keeps constructively busy and mentally alert				
5. Has healthy attitude toward organization/company				
6. Is cooperative in working relationships with others				
7. Exhibits diligence and perseverance				
8. Demonstrates willingness to accept responsibility				
9. Demonstrates creativity				
10. Attendance/Punctuality				

EMPLOYEE PROBLEM CHECK LIST

Listed below are various categories of problem behavior which may be common to even the most outstanding professional. In consideration of the student's total performance, indicate those characteristics that may have had a negative effect on his/her overall effort. This information will be helpful to the student's advisor in his/her efforts to assist the student with his/her professional development.

Category	Occasional Problem	Serious Problem	Not a Problem
Limited technical ability			
Poor attitude			
Lack of experience			
Personality conflicts			
Negative reaction to criticism			
Negative reaction to supervision			
Inability to transfer academic training to job requirements			
Lack of initiative			
Poor Health			
Immaturity			
Inappropriate grooming			
Lack of interest in job			
Lack of interest in company or organization			
Comments/Explanations			

Employer Signature _____