LINFIELD COLLEGE BUSINESS INTERNSHIP PROGRAM
BUSINESS DEPARTMENT

BNSS 487 – INTERNSHIP
Updated August 2014

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Purpose
The primary purpose of an internship is to provide business students an opportunity to build on their academic backgrounds and life experiences in a practical and reflective way as interns in business firms or other related organizations. The main goals are for students to gain practical working experience in their field of interest, to learn about working within business environments from practical application, and to gain an appreciation for what leads to success within a work environment. **Internships are strongly encouraged in the department whether they are taken for credit or not.**

Prerequisites
In order to be eligible for an internship for credit from the business department, business students need to meet three requirements. First, students need to be of **junior standing with 12 credits in the Business Department completed or in progress**. Second, students must have a GPA of at least 3.0 or higher in business major courses. **Students who do not meet these two requirements may want to explore an internship with the career services department.** Finally, students need approval of the internship coordinator and their regular academic advisor prior to beginning their internship. **Internships will not be approved retroactively Internships cannot be taken for credit if the internship company, supervisor, etc. are related to you because of a conflict of interest.**

Credits/Hour Requirements
Business internships are given satisfactory/unsatisfactory evaluations. You can earn between 2 and 5 credits for your internship based on the hours in the table below. Please note that only 4 credits from BNSS 487 (internship) can be applied to business electives. Any additional credits earned will be counted towards overall graduation credits, but not towards business major credits. **No more than two internship courses, with no more than five credits from a single internship, may count toward graduation. The business department has a limit of two internships for credit as well. One internship of at least 3 credits may be counted toward some business department majors.**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Minimum Job Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>99</td>
</tr>
<tr>
<td>3</td>
<td>154</td>
</tr>
<tr>
<td>4</td>
<td>209</td>
</tr>
<tr>
<td>5</td>
<td>264</td>
</tr>
</tbody>
</table>

Note: In some cases internships may be completed in such a way that precludes a student from turning in their final report before the semester grade deadline. In such an instance, students who receive prior approval by the internship coordinator will be given an “In Progress (IP)” grade. Students will be given one month from the date of the IP grade submission to turn in their final report. For students who do not complete the final report within one month, the IP grade will automatically change to a fail.
Required Text
Covey, Stephen R. *The Seven Habits of Highly Effective People*. Simon and Schuster: New York, NY. **Please submit a different business book for pre-approval by me for this paper if you do a second internship in the business department.**

Grading
An internship grade of satisfactory/unsatisfactory will be based upon the supervisor’s evaluation, the *Seven Habits of Highly Effective People* application assignment, the final internship report, one page advice sheet, and the internship coordinator’s evaluation of assigned materials.

LINFIELD COLLEGE BUSINESS INTERNSHIP PROGRAM

**BNSS 487 Internship Guidelines**

Requirements Before You Begin to Count Internship Hours

1. Think about internship possibilities broadly. It is never too early to begin developing potential internship settings. Some useful sources of information include Linfield’s Career Services Center; friends, professors, relatives, and internship directories; professional and trade associations; and industry directories. Tell everyone you know that you are exploring internship possibilities. Referrals are often developed in unexpected places.

2. Pick up the internship manual and study it to become familiar with the conditions and requirements.

3. Arrange and conduct interviews with prospective sponsors. **Credit is not given for repeated internships at the same company! Internships have to be approved BEFORE starting the internship.**

4. When you and a sponsor negotiate an internship, use the internship proposal form as your plan of work. You and the assigned supervisor are to sign the form and keep copies. Complete and turn in to the internship coordinator the Internship Proposal form for approval at least **one week prior** to the start of your internship.

5. Once you have received approval, register officially for BNSS 487 by filling out an add/drop form and have it signed by the internship coordinator, since the acceptance of the proposal by the internship coordinator does not institute official registration. For summer credit take your approved proposal to DCE.

6. Update the internship coordinator as your plans develop.
During the Internship:

1. **You are responsible for communication with the coordinator. For example, if the objectives of the internship do not match the first week at the site, contact the coordinator.**

2. Start keeping a journal of your daily internship activities. **You do not need to submit the journal.** Many interns have found diaries, logbooks and written notes on their questions to be useful. Consistent and frequent contributions to your data file will make a big difference in the quality of your final report.

3. Read the *Seven Habits of Highly Effective People* or your alternately approved book in the first few weeks of your internship. You will be required to answer the Text Questions (see text question form) **mid-way through your internship.** At this point in your internship you need to submit your thoughtful answers to the questions to the internship coordinator. **It is your responsibility to follow up on this.**

4. Have your supervisor complete **mail or email** the evaluation form to the internship coordinator within one week after the internship is completed. Complete the self-evaluation form and turn this into the internship coordinator within one week after the internship is completed.

5. Complete the Final Internship Report including the one page advice sheet for future internship students.

6. The internship report, one page advice sheet, supervisor’s evaluation, and self evaluation must be in the internship coordinator’s hands **by the beginning of the last week of classes** in order to receive a grade for the semester. Late submissions will receive a fail grade unless prior approval by the internship coordinator is granted, in which case you will receive an incomplete or “in progress” grade. You will have no more than one month to turn in all the work and hand your one page recommendation sheet in order to receive a passing grade in the class. **If you fail to turn in your work prior to the one month deadline, the grade will revert to a “fail”.**
LINFIELD COLLEGE BUSINESS INTERNSHIP PROGRAM

INFORMATION FOR INTERNSHIP SPONSORING FIRMS

The Business Department of Linfield College has been offering internships for junior and senior students since 1979. The program has been successful because of the able young people who have become interns and the splendid cooperation we have found in the business community.

Our interns have served in private firms, government agencies, cooperatives, and the like, of all sizes and in many different locations in the northwest, throughout the U.S. and even overseas.

Some students need to be paid during the internship and some do not. Our hope is that he or she will realize the best learning experience possible where the sponsoring firm can also benefit. The decision for pay or no pay is to be worked out by the sponsoring organization and the student. Internships should not be repeated at the same firm for credit.

The academic requirements placed on the intern distinguish the internship from what might be considered simply a normal period of employment. We insist that the intern exhibit the capacity to make use of the background acquired in his/her business courses.

Internships may be full-time for four weeks. However, more frequently a student will need to take other classes during the internship period. In these cases the internship period can be longer because of the part-time service of the student (e.g., 10 hours/week for 16 weeks).

The internship coordinator is a regular member of our faculty who has full-time, substantial experience in business as well as in teaching. Please contact Dr. Michelle Nelson at 503.883.2404 or via email at mnelson@linfield.edu if you have any questions or concerns. Below are some items for your consideration in contemplating the sponsoring of an internship.

Sponsoring Firms:

- Need not be of any particular size nor situated near the college.
- Can be public or private organizations.
- Should be willing to provide an environment conducive to learning and assist the student in obtaining an overview of their operations.
- Should consider, and manage, interns as junior members of the firm.
- Can formally indicate willingness to serve as sponsors by having a responsible supervisor jointly complete and sign the Internship Proposal Form with the student.
- At the end of the internship, complete the Supervisor’s Evaluation and send it to Michelle Nelson, Internship Coordinator, Business Department A 478, Linfield College, McMinnville, OR 97128-6894 or EMAIL to mnelson@linfield.edu.
- Should feel free to make suggestions and discuss any issues arising from the internship with the coordinator.
LINFIELD COLLEGE BUSINESS INTERNSHIP PROGRAM
BNSS 487 INTERNSHIP PROPOSAL

**Student Information**
Name: __________________________ Linfield ID#: _______ Unit: _______
Major(s): _______________________ Year in School: _____ GPA: _______
Minor(s): _______________________ E-mail: ___________ Phone: _______
Advisor: ________________________

**Internship Information**
Company/Organization Name: ______________________________________
Area of Internship (e.g., marketing, accounting): ______________________
Department: ______________________________________________________
Address: ______________________ City/ST: _________ Zip: ___________
Supervisor: ____________________ Phone: ________________________
E-mail: ________________________ Fax: _______________________

Dates of Internship: ____________________________________________ Hrs/Week: ___
Total hours to be completed: ______________________ Credits: _____

**Credit issued (Circle Semester):** Fall  Jan  Spring  Summer  Year _____

Internship Learning Objectives:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Description of expected duties, activities, responsibilities, and evaluation methods:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

____________________________________________________________________
Please answer the following questions and give more detail if appropriate.

Have you had an internship in the business department before?    Yes    No
If Yes, how many: ____________________________________________

Does this company have a set internship program?    Yes    No

Will you be paid for this internship?    Yes    No

Have you worked for this organization before?    Yes    No
If yes, in what capacity? ______________________________________
__________________________________________________________

How will your role change with this internship?_________________
__________________________________________________________

Does this company belong to a party related to you?_______________

Signatures
Student: ____________________________    Date: _________

Supervisor
at your internship: ______________________    Date: _________

Academic Advisor: ________________________    Date: _________

Business Department Action:
Approved    Denied    Credits: ______

Internship Coordinator: ________________________    Date: _________

Please keep a copy for yourself and your internship supervisor and return the original to the internship coordinator two weeks prior to beginning your internship.
Linfield College
BNSS 487 Internship Supervisor Evaluation

Intern Name: ___________________________ Dates of service: __________________________

Company/Business Name: ___________________________ Dept: ____________
Address: ____________________________ City/ST: ____________ Zip: ____________

Supervisor: ___________________________ Title: ____________________________
E-mail: ___________________________ Phone: ____________ Fax: ____________

Please complete this evaluation of the intern’s performance and return to the following address. Thank you for taking the time and effort to mentor this student in his/her academic and career development.

Internship Coordinator
Dr. Michelle Nelson
Business Department A478
Linfield College
900 SE Baker Street
McMinnville, OR  97128

Or EMAIL to MNELSON@LINFIELD.EDU

If you have any questions or need additional information, please contact Michelle Nelson
phone: 503.883.2404 or e-mail: mnelson@linfield.edu.

1. Overall, how well did the intern perform assigned tasks? (circle one)
   Superior       Good       Average       Satisfactory       Unsatisfactory

2. If you could give this intern 3 pieces of advice to help him/her to be more successful in their future careers, what would you say?
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________
3. Below are listed several dimensions we believe are important to the successful completion of an internship experience. Please evaluate the intern on each of these dimensions by checking the appropriate boxes.

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
<th>Does not apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive Attitude</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Motivation</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Can work independently</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Effectiveness in serving people of diverse backgrounds</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Written Communication</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Ethical Behavior</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Shows leadership ability</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Quantitative Reasoning</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Seeks additional work opportunities</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Critical Thinking/Problem Solving Skills</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Readily accepts challenges</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Effectiveness in handling mistakes</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Has positive attitude toward learning</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Readily accepts constructive criticism</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Effectiveness as team member</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Professional manner and appearance</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
</tbody>
</table>

4. What grade do you give the intern? (Circle one)

A  B  C  D  F

5. Are you anticipating future internship positions at your company? Yes   No

6. In your opinion what are the student’s greatest strengths and weaknesses?

Supervisor Signature: ___________________________ Date: ________________
Intern Self-Evaluation Form

Intern Name

Job Title _______________________________  Department _______________________________

Company  ____________________________________________________

Address  ____________________________________________________

Supervisor __________________________________________  Title _______________________________

Internship period from: ________  to ________

1. Based on the following scale how would you assess the clarity of your tasks?

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unsatisfactorily defined</td>
</tr>
<tr>
<td>2</td>
<td>Partially defined</td>
</tr>
<tr>
<td>3</td>
<td>Adequately defined</td>
</tr>
<tr>
<td>4</td>
<td>Clearly defined</td>
</tr>
<tr>
<td>5</td>
<td>Exceptionally defined</td>
</tr>
</tbody>
</table>

2. How well did you feel you were able to meet the requested expectations and tasks?

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Did not meet expectations</td>
</tr>
<tr>
<td>2</td>
<td>Partially met expectations</td>
</tr>
<tr>
<td>3</td>
<td>Met expectations</td>
</tr>
<tr>
<td>4</td>
<td>Exceeded expectations</td>
</tr>
<tr>
<td>5</td>
<td>Consistently exceeded expectations</td>
</tr>
</tbody>
</table>

3. How was your work environment?

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Poor</td>
</tr>
<tr>
<td>2</td>
<td>Fair</td>
</tr>
<tr>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>5</td>
<td>Outstanding</td>
</tr>
</tbody>
</table>

4. How would you describe the other employees’ interaction with you?

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Poor</td>
</tr>
<tr>
<td>2</td>
<td>Fair</td>
</tr>
<tr>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>5</td>
<td>Outstanding</td>
</tr>
</tbody>
</table>

5. What was the highlight of your experience?
7. What was the low point of your experience?

8. What knowledge that you acquired from business classes helped you during this internship?

9. What additional knowledge and skills would have been useful for this internship?

10. How did this experience affect your perceptions of this company?

11. How did this experience affect your interest in pursuing a similar position?

Other comments:

Signature of intern ____________________________  Date _______________
SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE TEXT QUESTIONS

Please apply the information you’ve gained from reading the *Seven Habits of Highly Effective People* text to your internship by answering the following questions. **This form is due no later than the Mid-point of your internship. It is your responsibility to keep track of this deadline.**

1. What three things that you learned in reading this text have been most beneficial or gave you the most insight into working within the organization you chose for your internship? In what ways? (use additional paper as needed)

2. Apply the Private Victories and the Public Victories to specific components of your internship. How and where can each of them be used in your daily life as an intern? (use additional paper as needed)

3. Now that you are half-way through your internship and have some hindsight to guide your future behavior, develop a plan for how you will apply the Private Victories and the Public Victories more effectively to your internship. For example, in what ways can you be more proactive on your job? (use additional paper as needed)
THE INTERNSHIP REPORT AND ADVICE SHEET

Your final report will be evaluated according to substance (depth, integration, evidence of critical thinking) and style/mechanics (use of standard English, evidence of proofreading, grammar and syntax). While there is no page length requirement, it is difficult to think that a report could cover the necessary points in less than 5 pages.

Include each of the following items with the final report:

a. Overview and directions of the organization and specific area with which you were involved.

b. Describe how this practical experience broadened your knowledge base in your field of interest (e.g., accounting, marketing, human resources, etc.).

c. Describe how this practical experience contributed to your knowledge of behavior in the business world (e.g., informal rules, structure or lack of structure, responsibility, management, workload, etc.).

d. Discuss 2 business concepts related to your internship

e. Discuss 10 things you learned, relearned, or unlearned.

At the end:
Provide a separate one page advice sheet designed to help students who are interested in pursuing an internship in the future. Please cover the following topics in point form:

a. Describe the organization you worked for and what your role was.

b. What advice would you offer to students considering doing an internship (e.g., what was very effective for you, what do you wish you’d known prior to starting the internship, what would you do differently, etc.)?

c. In what ways was this internship valuable to you as an individual and as a student?
INTERNSHIP CHECKLIST

Prior to Starting Internship

☐ Meet with the Internship Coordinator
☐ Complete the Internship Proposal Form, get Supervisor at Internship Company's and Advisor's Approval, then turn it in to the Business Department Internship Coordinator
☐ Get approval of Business Department Internship Coordinator
☐ Register for BNSS 487 credits with add/drop form

During Internship

☐ Mid-way Complete and Submit the Seven Habits of Highly Effective People Text Questions or another pre-approved book, if you have already completed this assignment once before for another internship.

At End of Internship or End of Semester when you register for Credits

DUE AT THE BEGINNING OF THE LAST WEEK OF CLASSES!

☐ Ask Supervisor to Complete the Supervisor Evaluation Form (MAIL OR EMAIL)
☐ Complete the Self-Evaluation Form
☐ Write, Compile, and Hand in the Pieces of the Final Report
☐ Hand in one page advice sheet for future internship students