

## REQUIREMENTS FOR MANAGEMENT 495 INTERNSHIP IN MANAGEMENT

Registration of students to receive credit under Management 495, Internship in Management, is restricted to MANAGEMENT MAJORS who have:

- Completed at least Management 304 plus one additional Management course pertinent to the nature of the internship (e.g. Operations Management)
- A cumulative SIUC grade point average of 2.5 or higher
- A cumulative grade point average in management courses of 3.0 or higher

Requests and approvals of credit to be granted must be made four weeks in advance of the experience. Students must spend at least 300 hours in the internship (i.e., 8 weeks/40 hours per week or 15 weeks/20 hours per week). Internships are limited to work experiences which are clearly within the field of management and which emphasize educational and/or managerial issues. In addition, students will be required to complete a report or academic product of at least 20 double-spaced, typewritten pages covering relevant topics, especially as their internship can be viewed through the “prism” of college studies. (Paper content will be modified by faculty supervisor for on-campus positions.) Students will also describe the organization’s orientation program, work assignments, evaluation of the work as an educational experience, and suggestions for improvement. At the completion of the internship, employers must provide a written evaluation of the student’s performance. Students must submit the employer’s evaluation along with their paper to their faculty supervisor no later than 15 weeks following the completion of the internship. The student will receive 3 credit hours, graded as Pass/Fail, upon completion of all stipulated requirements.

To apply for registration, the students must complete the following:

- 1) Seek out and secure a position with a firm (this must be accomplished before proceeding with the other registration requirements).
- 2) Prepare a formal proposal which includes the following items:
  - Name of firm, supervisor, supervisor’s address and phone number, and description of position
  - Time frame of position
  - General outline of paper
  - Statements of specific benefits of internship
  - Letter of confirmation from employer
- 3) Obtain a faculty supervisor from the Management Department for the internship.
- 4) Complete the “Application for Internship in Management” form. The faculty supervisor’s signature is required on this form.
- 5) Submit application form with the proposal to the department secretary for approval by the department chair.

APPLICATION FOR INTERNSHIP IN MANAGEMENT  
MANAGEMENT 495

Name \_\_\_\_\_ ID No. \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Management courses completed (by time of internship) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIUC GPA \_\_\_\_\_ Management GPA \_\_\_\_\_

Employing Firm \_\_\_\_\_

Address \_\_\_\_\_

Supervisor (Name) \_\_\_\_\_ Phone No. \_\_\_\_\_

Dates of Employment: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Mo./Day/Year Mo./Day/Year

Hours Per Week \_\_\_\_\_

**Internship proposal and letter from employer should be attached to this form.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

I approve of and agree to supervise the above internship work.

\_\_\_\_\_  
(Signature of Supervising Faculty Member) Date \_\_\_\_\_

Approved: Department of Management, Southern Illinois University Carbondale, Illinois

\_\_\_\_\_  
(Signature of Management Chair) Date \_\_\_\_\_