**Grossman School of Business Internship Course Information**

**BSAD 094**

**Enrolling in BSAD 094**

To do an internship through the Grossman School of Business and to receive credit for doing so, a student must do the following:

* Secure an internship with a company or organization that meets the following criteria:
  + Integrates classroom learning
  + Skills and knowledge learned are transferable
  + Has a defined beginning and end
  + Clear job description
  + Clear goals about what you should learn
  + Supervision by a resident expert
  + Routine feedback from an experienced supervisor
  + Resources, equipment, and facilities that support your work
  + At least six weeks in length
* Complete the Internship Contract on pages 3
* Complete the Goals and Objectives Statement along with your internship site supervisor on pages 4-5
  + It is important when filling out these goals with your site supervisor that you convey that the internship experience is a structured learning experience with adequate supervision.
* Both the Contract and the Goals & Objectives Statement must be typed, signed and emailed to the Internship Coordinator, Amanda Simpfenderfer, at [asimpfen@uvm.edu](mailto:asimpfen@uvm.edu)
* Both the Internship Contract and the Goals and Objectives Statement must be signed by you and your supervisor.

Once you have submitted your Internship Contract and your Goals and Objectives Statement the Internship Coordinator will review your materials, ensuring that the experience meets the above criteria. If your internship meets these criteria and has well established goals and objectives you will be issued a code to enroll in the 094 course.

The 094 course is a variable credit course and you must register for the correct amount of credits as outlined below:

<45 hours = 1 credit

45-90 hours = 2 credits

90-135 hours = 3 credits

**Course Requirements**

***Weekly Journal Reflections***

Students are required to submit a weekly journal assignment due every Friday of the internship, to be submitted through Blackboard. Journal entries should follow the following format:

* Name
* Employer
* Week #
* Number of hours worked
* Learning Experiences: Include activities you have been responsible for within this time period, what you learned from those responsibilities, and how they relate to your goals and objectives. State your opinion of the value of time spent and knowledge gained.
* Comments: Include any and all unusual events (handling irate customers, lost inventory, etc.) as well as the general atmosphere of the workplace (co-workers, supervisor, customer relations).

***Final Reflection***

Student must submit a 1-2 page final reflection paper covering the following topics:

* Final thoughts regarding internship experience
  + What did you learn?
  + How did what you learn differ from your initial expectations?
  + Did you achieve your goals outlined in your Goals & Objectives from the beginning of the internship? Why or why not?
* How does this experience affect your career goals?

***Site Supervisor Questionnaire***

To be completed by your Site Supervisor partway through the internship and returned to the Internship Coordinator.

***Final Evaluation***

To be completed by your Site Supervisor at the end of your internship and returned to the Internship Coordinator.

**The University of Vermont**

Grossman School of Business

Internship Contract for BSAD 094

(Please type in the following information)

# **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Intern** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Local Phone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Concentration/Theme** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **NetID**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local Address**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**E-Mail Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Location of Placement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency/Business/Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Internship Site Supervisor (who is going to supervise you?)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address/Town or City

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone E-Mail

**Time Commitment** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours/weeks Beginning & Ending Dates

Semester of internship \_\_\_\_\_\_\_\_\_\_\_\_

Semester to be enrolled \_\_\_\_\_\_\_\_\_\_\_\_

Number of Credits \_\_\_\_\_\_\_\_\_\_\_\_

(Also, along with this contract, please submit a copy of your INTIAL GOALS AND OBJECTIVES STATEMENT to your faculty supervisor)

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

(Internship Coordinator, GSB)

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

(Student)

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

(Internship Site Supervisor)

The University of Vermont

Grossman School of Business

BSAD 094 Internship Course

INITIAL GOALS AND OBJECTIVES STATEMENT

(To be filled out by Interns along with their Internship Site Supervisor)

# Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Internship Site Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list:

* 1. Your primary objectives for applying for an internship:
  2. Your expectations from the internship:

C. The skills and knowledge you wish to acquire during the internship:

1. The specific tasks you will perform:

1.

2.

3.

4.

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

(Internship Coordinator, GSB)

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

(Student)

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

(Internship Site Supervisor)