The Dillard College of Business Academic Internship Program provides undergraduate and graduate students the outstanding opportunity to experience their chosen career field while enrolled in their academic program. The program helps students apply their scholarship knowledge, gain relevant business experiences, build their professional resumes, and develop important professional networks. Students may apply for internships with businesses representing a wide array of industries. The Dillard College of Business Academic Internship Program is a partnership among the student, faculty advisor, and business practitioner to collaborate on goals so the internship will integrate theory with experiences of the real world. The duration of the internship is one semester and can result in 3 hours of academic credit. Students are required to log a minimum of 150 hours on the jobsite along with meeting all other course requirements. Assurance of learning is facilitated through evaluations submitted by the student, faculty advisor, and business practitioner. Through an analysis of evaluations and review of the overall internship process, the program strives to assure a quality experience for all participants. Additionally, internships provide a competitive edge in finding a job after graduation. Experience over the years has shown undergraduate students who participate in an internship. This result is due primarily from the student being more prepared academically and having the ability to apply scholarly knowledge obtained in the classroom in a relevant business setting.

INTERNSHIP PROGRAM INFORMATION

For more information please visit http://www.mwsu.edu/academics/business/internships/index.

ELIGIBILITY

Classification: Juniors (60+ hours), Seniors (90+ hours), and Graduate Business students

GPA Requirement: Undergraduate 2.5+; Graduate 3.0+

Experience over the years has shown undergraduate students who participate in an academic internship program after the conclusion of their junior year, have a better chance for a successful internship. This result is due primarily from the student being more prepared academically and having the ability to apply scholarly knowledge obtained in the classroom in a relevant business setting.

RESPONSIBILITIES & TIMELINE (completed steps must be initialed by indicated internship advisor, career staff and/or internship faculty)

PRE-ORIENTATION (steps 1-14 must be completed prior to Orientation - please begin one semester prior to internship enrollment)

1. Obtain upper-level faculty advisor approval to enroll in internship per respective semester of choice
2. Schedule Internship Appointment w/ DCOBA Internship Coordinator (940) 397-4668
3. Create a www.MustangsHIRE.org student account (if one hasn't already been created)
4. Bring cover letter, resume, and references to internship appointment for content review and critiques
5. Update cover letter, resume, and references with suggestions from content review and critiques
6. Connect with the Career Management Center for mandatory finalized cover letter, resume, and reference content reviews and critiques
   • Email: stephanie.sullivan@mwsu.edu or cindy.price@mwsu.edu
   • Appointment: schedule by calling (940) 397-4473
   • Walk-In: Thursday's are walk-in days in the Career Management Center
7. Make final cover letter, resume, and references revisions
8. Upload polished cover letter, resume, and references to www.MustangsHIRE.org
   • Label documents accordingly to represent participation in DCOBA Internship
     • ‘DCOA Internship Cover Letter’
     • ‘DCOA Internship Resume’
     • ‘DCOA Internship References’
   • Dillard College Internship Coordinator will approve and make ‘active’ DCOBA Internship cover letter, resume, and references on www.MustangsHIRE.org

**Effective July 2015: Two ‘no show’ appointments will forfeit an internship opportunity until following semester**

10. ______ Apply for a DCOBA internship position on [www.MustangsHIRE.org](http://www.MustangsHIRE.org) (or complete step 11)

11. ______ Find an internship position outside [www.MustangsHIRE.org](http://www.MustangsHIRE.org) and need it approved?
   - Employer registers account on [www.MustangsHIRE.org](http://www.MustangsHIRE.org) → select ‘Employer Login’
   - Complete → employer ‘Organization Profile’ and employer ‘Contact Information’
   - Post internship position → select ‘My Jobs’ → scroll to ‘New Job’ and complete the following:
     - Employer Terms of Use
     - Position Information
     - Contact Information
     - Posting Information
     - **Important Posting Information:**
       - Majors → select ‘DCOBA Internship’
       - Position Type → select ‘DCOBA Internship (paid)’ or ‘DCOBA Internship (non-paid)’

12. ______ Schedule a Mock Interview with the Career Management Center before initial interview with employer

13. ______ Interview for Internship Position and report results to DCOBA Internship Coordinator within 72 hours

   **Effective July 2015: ‘one no show’ to employer interview is permanent exclusion from internship program**

14. ______ Successfully complete The Career Platform program with Certificate ($50 upfront cost) by registering an account on [http://elearning.thecareerplatform.com/mwsu/Account](http://elearning.thecareerplatform.com/mwsu/Account)

ORIENTATION

15. ______ Attend Orientation Session with Internship Faculty Advisor (discussion and review of the following items below:)
   - Syllabus
   - Learning Objectives Agreement
   - Career Related Event Attendance
   - Activity Log Information
   - Final Report Coversheet
   - Evaluations Forms (employer, student, and faculty advisor)
   - Grade – Credit (C) or No Credit (NC)
   - CPT Form (international students seeking a paid internship)

NOTE: International students are responsible for obtaining necessary approvals and filing the appropriate visa paperwork to allow for participation in paid internships. These forms can be obtained from the Midwestern State University Office of International Services (940) 397-4568.

16. ______ Register for Internship Course (will receive ‘Dean Chair Approval’ hold override after Orientation attendance)
   - Complete ‘Advisor Approved Schedule’
   - Log on to Banner/WebWorld and register for course with designated CRN#
   - Or register for course with the MSU Office of the Registrar

POST-ORIENTATION (submit all documentation by due dates determined at Orientation)

17. ______ Submit completed and signed ‘CPT Form’ to Internship Faculty Advisor (ASAP for international students only)

18. ______ Complete ‘Learning Objectives Agreement Form’ with Employer (during 1st week of on-site internship experience)

19. ______ Submit completed and signed ‘Learning Objectives Agreement Form’ to Internship Faculty Advisor for approval

20. ______ Attend Career Related Event hosted by the MSU Career Management Center
    (or career related event for non-local internships with proof of attendance)

21. ______ Submit mid-term weekly ‘Activity Log Information’ to Internship Faculty Advisor

22. ______ Submit ‘Final Activity Log Information’ to Internship Faculty Advisor

23. ______ Submit ‘Final Report’ with Coversheet to Internship Faculty Advisor

24. ______ Submit ‘Evaluation Forms’ (employer and student) to Internship Faculty Advisor

25. ______ Receive letter grade of Credit (C) or No Credit (NC)

GUIDELINES FOR ACADEMIC CREDIT

NATURE OF QUALIFYING WORK: The internship experience must be related to the student’s major within the Dillard College of Business. Moreover, the work experience shall be equivalent to the type(s) of entry-level or professional work relevant to a Midwestern State University graduate. There is a presumption the student will have completed a sufficient amount of upper level business program coursework upon which the internship is based.

SUPERVISION: The on-site work of the intern shall be supervised by a worksite professional. The level of supervision should correlate to the nature of the work and the experience of the intern.

TIMING: Retroactive approval or credit for previous work experience will **not** be granted. All arrangements must be finalized prior to the start of the internship. The student must register for the internship course in the term in which the internship experience actually occurs.