**REQUIREMENT FOR MANAGEMENT, INTERSHIPS**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mgt.\_\_\_\_ Term for Internship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Procedures**

1. The applicant should have a firm where he/she would work for the internship
2. Get the application form for internship from the dean’s office. The internship coordinator in the dean’s office will evaluate your qualification based on COB policy. The coordinator will sign in the form.
3. Write an additional two page typed & double-spaced job description, which explains what types of Management, functions you are going to carry out through the program.
4. After Dr. Braun reviews the application form for your internship including two pages of the job description, he will sign and keep one copy in his file. At the same time, he will give you a permission slip for your registration. Take the application form to the Dean’s office for permission.

**Requirements**

For a regular semester

1. Paper requirement
2. Two papers are required for a regular semester. The first paper is due at the end of the 8th week on Dr. Braun’ s desk, and the second paper is due at the end of the last class day for the semester on Dr. Braun’ s desk. It is very important to make the deadline.
3. Error free, double-spaced, and typed paper will have between 6 to 10 pages.
4. The content of the paper will include:
5. The summary of your work. I recommend you keep your daily or weekly journal on daily activities and attach it to your submitted paper.
6. Any critical incidence(s) or non-routine task you performed, and how you solved those incidences or non-routine tasks.
7. Any project(s) assigned by your preceptor.
8. Curriculum review for your degree program. For example, if you are management, marketing, or Mis major and doing a management, marketing, or Mis internship, what courses were beneficial to your internship work? What courses would have helped you, if you had taken some other courses?
9. Any recommendation you want to make to the company to improve the company’s operation. Without including c & d, the paper won’t be accepted, thus you receive **NO CREDIT.**
10. Evaluation by the Preceptor

You should get the evaluation form from the internship coordinator in the Dean’s office or it will be sent to the preceptor. The evaluation form is due on Dr. Braun’s desk at the same time as your 2nd paper due date. It is required to submit only one time for the semester. In case you bring it with you, it should be sealed and signed in the envelope by the preceptor. It is your responsibility to make sure that the preceptor’s evaluation is submitted to Dr. Braun on time.

For a summer session: All requirements are the same except you turn in only one paper, due one day before the summer session ends.

By signature, I acknowledge that I have read and accepted all requirements and have received a copy of this agreement.

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

Applicant’s Signature