



Undergraduate Student Internship Handbook

(BUS 488)

September 2016

This handbook contains all the information and forms required to apply for BUS 488. It is accompanied by a Welcome video that explains the process and forms. The video is not a substitute for reading the handbook. This handbook, the Welcome video, and all forms are posted on the College of Business website, under Career Resources, Student Internship Documents. Questions about the handbook and forms should be directed to either Professor Higuera or Professor McKean during the College of Business Internship Support Office's hours of Operation. The office is located in 102 Harriman Hall.

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Stony Brook University

College of Business

Undergraduate Student Internship (BUS 488) Instructions

Undergraduate students within the College of Business must follow the steps below to qualify, register, and complete their internships.

Undergraduate students may earn 0 to 3 credits for successfully completing an approved internship. For business majors, only a 3-credit internship will count toward the major. For successful completion of an approved internship of 50+ hours, students will earn 1 credit, 2 credits will be earned for internships of 100+ hours, and 3 credits will be earned for internships of 150+ hours. Performing an internship for zero credits negates the requirement to pay tuition for the internship during the winter or summer sessions. Those students following the SBC requirements (not the DEC requirements) may earn university EXP+ experiential credit toward their undergraduate degrees with BUS 488 regardless of whether the internship is performed for 0, 1, 2, or 3 credits.

Step 1: Consult with the Office of Student Services in 109 Harriman Hall to determine what, if any, business and or upper division university credits would be met by performing an internship through the College of Business.

Step 2: Attend a minimum of two College of Business Internship Program workshops. Find the schedule of workshops here <http://www.stonybrook.edu/commcms/business/career/career-workshops.html>. Make certain that your attendance is recorded by signing in at the workshops.

Step 3: Get your resume reviewed by the Career Center- you must schedule this appointment via Handshake. A Career Center representative will need to sign your Internship Proposal Form certifying that you have completed this step.

Step 4: Obtain a job that is suitable for an internship or obtain an internship position. Use the Career Center, your own network of contacts, and the College of Business Internship Program website <http://www.stonybrook.edu/commcms/business/career/internship-job-postings.html> to explore internship possibilities.

Step 5: Obtain the agreement of a member of the College of Business faculty to serve as your sponsor.

Step 6: Consult with your employer to complete the College of Business Undergraduate Student Internship Proposal. The form is electronic. Please complete it electronically and then print it for signatures – do NOT print it first and then attempt to handwrite your entries. You can find the electronic form at <http://www.stonybrook.edu/commcms/business/career/student-internship-documents.html>. Sign the form, then obtain the Career Center's signature, then your faculty sponsor's signature, and then the signature of either Professor McKean or Professor Higuera.

Step 7: If you follow the SBC, complete the Undergraduate Internship EXP+ Contract. The form is electronic. Please complete it electronically and then print it for signatures – do NOT

print it first and then attempt to handwrite your entries. You can find the electronic form at <http://www.stonybrook.edu/commcms/business/career/student-internship-documents.html>. Obtain all required signatures. Submit the EXP+ contract and all required documentation (Internship Proposal, and official job description) to the Office of Student Services (OSS) in 109 Harriman Hall.

Step 8: Register for BUS 488 after receiving permission from OSS.

Step 9: Submit bi-weekly Undergraduate Student Internship Reflections Journals to your faculty sponsor via e-mail. Print, sign, and submit your final reflections journal to your faculty sponsor for his or her signature. Keep a signed copy for your records. You can find the electronic form at <http://www.stonybrook.edu/commcms/business/career/student-internship-documents.html>.

Step 10: Assure that your employer submits the evaluation of your performance to your faculty sponsor. Your employer can find the electronic form at <http://www.stonybrook.edu/commcms/business/career/student-internship-documents.html>.

Step 11: Complete, sign, and submit the Undergraduate Student Evaluation of Internship Experience Form to your faculty sponsor, with a copy to the Internship Support Office so we may monitor the quality of internship experiences being provided by employers. You can find the electronic form at <http://www.stonybrook.edu/commcms/business/career/student-internship-documents.html>.

Course Grade: Your faculty sponsor will post your grade for BUS 488 during final examination week. Your faculty sponsor will use your bi-weekly reflections journals, your evaluation of your internship experience, and the employer's evaluation of your performance to determine your S or U grade.



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Undergraduate Student Internship (BUS 488) Proposal

As you might already know, undergraduate students may earn 0 to 3 credits for successfully completing an approved internship. For business majors, only a 3-credit internship will count toward the major. For successful completion of an approved internship of 50+ hours, students will earn 1 credit, 2 credits will be earned for internships of 100+ hours, and 3 credits will be earned for internships of 150+ hours. Performing an internship for zero credits negates the requirement to pay tuition for the internship. Those students following the SBC requirements (not the DEC requirements) may earn university EXP+ experiential credit toward their undergraduate degrees with BUS 488 regardless of whether the internship is performed for 0, 1, 2, or 3 credits.

For the College of Business to approve an internship, regardless of whether or not the internship is performed for credit, it is important for us to understand the intended and the actual learning experiences to which our students will be exposed and it is important that those learning experiences be adequate to warrant approval.

Most positions within an organization provide experiences far broader than described in the official job description. In addition to the skills attributed to the specific intern position, each functional area within an organization with which student interns will interact provides learning opportunities. For example, reading the employee handbook and then discussing it with a representative from HR or with the student intern's supervisor(s) provides an opportunity to learn about many HR functions. Being put through an interview process and then being briefed about how the process works and about the reasons for its design provides student interns an opportunity to learn about that HR function. Reading the strategic plan and then discussing it with an executive level manager provides student interns with an opportunity to learn about that aspect of leadership. There are many examples that would require numerous pages to list. Our point is that your employer knows what these specific learning opportunities can be within his or her organization; we do not. We need your help ... we need you to work with your employer to delineate them for us.

The following Undergraduate Student Internship (BUS 488) Proposal form is intended to supplement the official job description for the student intern. We understand that employers might not be able to comply fully with their initial intentions, and you might not enjoy each of these identified learning opportunities. However, we will use the information you provide us to assist in our evaluation of the learning potential of the internship. This form is available on the College of Business Internship website

<http://www.stonybrook.edu/commcms/business/career/student-internship-documents.html>.



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Undergraduate Student Internship (BUS 488) Proposal

Please describe in as much detail as possible the anticipated internship activities and resulting student-learning outcomes in the following areas. This form is electronic; the text boxes will expand to accommodate the information you provide. This form is available on the College of Business Internship website <http://www.stonybrook.edu/commcms/business/career/student-internship-documents.html>.

Student Name & ID: _____ Internship Period: _____

Semester / Year _____ DEC SBC

Faculty Sponsor : _____ Credits: 0 Credits 1 Credit 2 Credits 3 Credits

Company Name: _____ Supervisor Name: _____

Supervisor Phone: _____ E-mail: _____

Leadership:

Type here and then print for signatures – do not print first and then handwrite entries

Marketing

Type here and then print for signatures – do not print first and then handwrite entries

Operations

Type here and then print for signatures – do not print first and then handwrite entries

Accounting

Type here and then print for signatures – do not print first and then handwrite entries

Finance

Type here and then print for signatures – do not print first and then handwrite entries

Other

Type here and then print for signatures – do not print first and then handwrite entries

Student Signature

Date

Career Center – Resume Review

Date



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Faculty Sponsor Signature

Date

Program Co-Coordinator

Date

EXP+ Contract

Students may fulfill the Stony Brook Curriculum's EXP+ learning objectives through a mentored learning activity in which the student applies knowledge and skills acquired within the classroom in real-world settings and in which insights and skills developed through real-world experience enhance academic success and professional development. Successful experiential learning requires reflection, mentoring, feedback, critical analysis, and synthesis.

Note: This form should be completed by the student in close consultation with the mentor and or supervisor.

Student Name: _____ Student ID# _____

Student Email: _____

Sponsor/Mentor Email: _____

Course # **BUS 488** Section # _____ Year _____

Semester: Fall Winter Spring Summer 1 Summer 2

Credit Hours Requested (1 credit hour = 40 hours effort/semester): _____

Prerequisites Completed (if applicable): **N/A**

What additional training (if any) must student complete prior to enrollment? **N/A**

Project Description: In 1-3 paragraphs, describe the proposed research project, **internship**, or other learning experience.

Begin typing here ... (replace this text with your description)

Responsibilities and Structure:

How many hours/week will you work? _____

Who will be your primary on-site supervisor/mentor? _____

Describe your responsibilities. _____

Learning Objectives: What skills/knowledge do you hope to gain from this experience? Check all that apply; describe briefly.

Develop problem solving skills: **Describe briefly here ...**

Work independently, setting goals, and managing time: **Describe briefly here ...**

- Work effectively with a team: **Describe briefly here ...**
- Develop communication skills: **Describe briefly here ...**
- Improve knowledge of your discipline and or future profession: **Describe briefly here ...**
- Acquire discipline-specific skills (e.g., computer, research skills): **Describe briefly here ...**
- Other: **Describe briefly here ...**

Goals:

1. How do you expect this activity will contribute to your development--academic, professional, intellectual, other?

Begin typing here ... (replace this text with your response)

2. How do you expect to contribute to the goals of the organization or project?

Begin typing here ... (replace this text with your response)

Reflection: Describe the specific forms in which you will reflect upon and record what you are learning.

1. **During the activity:** How will you record what you are doing and reflect upon what you are learning?
(e.g., lab notebooks, journal, blog, emails to academic mentor)

Begin typing here ... (replace this text with your response)

2. **At the end of the activity:** How will you synthesize/present outcomes and reflect upon what you have learned? (Final reflection may take the form of a paper, a presentation, or another substantial product that addresses: the skills developed; relevance to your academic studies; insights that changed/confirmed your future professional goals, etc.)

Begin typing here ... (replace this text with your response)

Monitoring: How will the academic mentor (and on-site supervisor if applicable) provide feedback?

1. **During the activity?**

Begin typing here ... (replace this text with your response)

2. **At the end of the activity?**

Begin typing here ... (replace this text with your response)

Signature of Student

Date

Signature of Site Supervisor (if applicable) Date

Signature of Academic Mentor/Sponsor Date

Signature of UG Program Director/Coordinator Date

Note: Submit the completed form with signatures and supporting materials to the UG Director or Coordinator.



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Undergraduate Student Internship (BUS 488) Reflections Journal

The purpose of the reflections journal is to enhance your learning through the intentional integration and reconciliation of theory acquired in the classroom and through your own reading, and the actual practices observed and learned during your internship.

Throughout your coursework, you have had the opportunity to read academic quality books and articles written by theorists and practitioners, to listen to presentations of these and other materials by your professors and classmates, and to participate in discussion and debate with those same professors and classmates. The internship provides you with the opportunity to observe and participate in the application of this theoretical knowledge in a work environment. The internship opportunity, and thus your preparation for future employment, is greatly enhanced through the intentional integration and reconciliation of theory and practice. The rigor and clarity of these reflections are magnified by reducing them to written form. This is the primary purpose of the reflections journal, and is the standard by which they will be evaluated.

Your reflections journal must be submitted to your faculty sponsor bi-weekly (every 2 weeks). No signatures are required until the journal is complete. The reflections journal shall be prepared keeping the foregoing information in mind and using the following format. This form is electronic; the text boxes will expand to accommodate the information you provide. This form is available on the College of Business Internship website <http://www.stonybrook.edu/commcms/business/career/student-internship-documents.html>.



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Reflections Journal

Submit this form to your Faculty Sponsor Every 2 Weeks

Student Name: Type your name here
Employer Company: Type here
Semester: Type here, include year
Faculty Sponsor: Type here

1.	Date: Observation(s): Reflection(s):
2.	Date: Observation(s): Reflection(s):
3.	Date: Observation(s): Reflection(s):
4.	Date: Observation(s): Reflection(s):
5.	Date: Observation(s): Reflection(s):



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6.	Date: Observation(s): Reflection(s):
7.	Date: Observation(s): Reflection(s):
8.	Date: Observation(s): Reflection(s):
9.	Date: Observation(s): Reflection(s):
10.	Date: Observation(s): Reflection(s):

End of Internship Signatures

Intern's Name: _____

Internship Period: _____

Signature: _____

Date: _____

Faculty Sponsor: _____

Signature: _____

Date: _____



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Employer Evaluation Undergraduate Student Intern

Dear Employer:

Thank you on behalf of our student and the Stony Brook College of Business for providing an internship opportunity for the student listed below.

Student Name: _____ Type here
Faculty Sponsor: _____ Type here
Faculty Sponsor Email: _____ Type here
Faculty Sponsor Phone: _____ Type here

As part of our student evaluation process, we request your assistance in completing this student evaluation during the last week of the internship and emailing it directly to the faculty sponsor listed above. Please do not send a copy to the student. We will appreciate your honest and candid evaluation of the student intern's performance in the categories provided below. The form is electronic and the text boxes will automatically expand to include whatever you type.

The student intern will send you this form at the beginning of the internship with the appropriate information filled in above.

Attendance, Effort, and Department

Type here and then print for signature – please do not print first and then handwrite entries

Leadership

Type here and then print for signature – please do not print first and then handwrite entries

Marketing

Type here and then print for signature – please do not print first and then handwrite entries

Operations

Type here and then print for signature – please do not print first and then handwrite entries

Accounting

Type here and then print for signature – please do not print first and then handwrite entries

Finance

Type here and then print for signature – please do not print first and then handwrite entries

Other



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Type here and then print for signature – please do not print first and then handwrite entries

Comprehensive Evaluation of Student Intern

Type here and then print for signature – please do not print first and then handwrite entries

Internship Supervisor Name: _____

Internship Supervisor Signature: _____

Date: _____



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Undergraduate Student Evaluation of Internship (BUS 488) Experience

In addition to organizing your thoughts at the completion of your process, your evaluation will assist the faculty in guiding other students through their internships. Please take this evaluation process seriously and provide your honest, well-considered thoughts.

Please describe in as much detail as possible the actual internship activities in which you engaged and what you learned from them in the following areas. This form is electronic; the text boxes will expand to accommodate the information you provide. This form is available on the College of Business Internship website

<http://www.stonybrook.edu/commcms/business/career/student-internship-documents.html>.

Leadership:

Type here and then print for signature – please do not print first and then handwrite entries

Marketing

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Finance

Type here and then print for signature – please do not print first and then handwrite entries

Other

Type here and then print for signature – please do not print first and then handwrite entries

Comprehensive Evaluation of Student Internship Experience

Type here and then print for signature – please do not print first and then handwrite entries

Student Name: _____

Internship Period: _____

Signature: _____

Date: _____

Submit this completed form to your faculty sponsor, with a copy to the Internship Support Office