

## Information Document

An internship represents an opportunity for a student to enhance their university training by gaining practical experience, related to a student's particular specialty area, through exposure to practice situations and managerial decisions.

For MECOP internship information, visit <https://business.oregonstate.edu/careers/students/find-job-or-internship/mecop>

While the majority of internships are paid, the value of an unpaid internship experience is also significant. The knowledge and experience attained and the internship's notation on a resume may make the difference in landing a particular job. As well, students often make connections with other professionals and get leads for jobs, receive the opportunity to gain their sponsors' professional references for their resumes, and occasionally, by doing outstanding work and making a strong impression during the course of their internships, be offered a paid, permanent position. The following principles provide guidance and outline the goals for student practicums:

- To promote students' learning and development.
- To connect students' in-class education with on-the-job training through paid (or unpaid) employment.
- To become familiar with employers in the field.
- To provide the opportunity for students to "test-run" a type of job, an agency or business prior to entering the work-force in that specific area.
- To engage students in active practice of their chosen field of work with the benefit of a seasoned professional's guidance.

### Types of work:

Internship experiences can be full-time or part-time, including completion over multiple shorter periods (i.e. two 3-month summer periods, etc.) so long as the duration totals the credits required.

- Unpaid work experience is accepted (i.e. unpaid internships, volunteer work). However, students seeking internships in Colorado must verify they are receiving a paid internship.
- Intensive internships involving a seasonal full-time paid position are possible as well as non-traditional internships. Opportunities could include working a limited time per week over a longer span of weeks or seeking out a self-paced project. Additionally, attending professional conferences can fulfill requirements similar to internships as long as requirements for hours, learning objectives, and evaluation are maintained.
- If you are self-employed and do not have a direct supervisor, your work experience will be evaluated by a faculty member of the College of Business who will determine if your work meets program guidelines and should be forwarded to the department designee for certification.

### Required Experiential Learning Credits/Hours (by major):

- |  |   |
|--|---|
| • Apparel Design – 2 credits/60+ hours                 | • Marketing – 2 credits/60+ hours                             |
| • Business Analytics – 2 credits/60+ hours             | • Organizational Leadership/Management – 4 credits/120+ hours |
| • Business Information Systems – 2 credits/60+ hours   | • Product & Merchandising Management – 2 credits/60+ hours    |
| • Design & Innovation Management – 2 credits/60+ hours |   |
| • Interior Design – 2 credits/60+ hours                |   |

### Additional Information

Visit the COB [Career Success Center](#) or OSU [Career Development Center](#) online or in person for additional information or help searching for opportunities.

- Resources and legal information for students and employers is available on the OSU Career Development Center's [website](#) and Ecampus Compliance [website](#).
- **International students:** International students must apply for off-campus work authorization! F-1 and J-1 visa holders should contact the [Office of International Services](#) to receive [Curricular Practical Training](#) (F-1) or [Academic Training](#) (J-1) work authorization at least 2 weeks prior to the start of the internship. This is necessary for either a paid or unpaid internship.

## Guidelines for Academic Credit

**Timing:** Internship requests need to be submitted via [OSU Handshake](#) at least one week before the start of the term/s of work to allow time for processing, review of the documents, approval by the departmental designee, student registration, etc. It is recommended that the term of work be a full term before the student's anticipated graduation term.

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

- Any late registration attempts, after the term add deadline, will require a petition to register.
- If you are interested in registering for an internship after summer term has started, it is possible to register a partial summer session. Requests must be approved prior to the start of the next session and prior to the start date/hours of the internship. For dates, visit [summer.oregonstate.edu](http://summer.oregonstate.edu)

**Supervision:** The 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. Coursework shall be overseen by a COB instructional faculty member.

**Marketing Majors** – Students will work with Amanda Terhes as their COB Faculty Supervisor.

**Organizational Leadership Majors** – Students will work with Pauline Schilpzand as their COB Faculty Supervisor.

**Nature of qualifying work:** The work experience must be related to the student's major in the College of Business. Moreover, the work experience shall be equivalent to the type of entry-level, professional work relevant to an Oregon State University graduate. There is a presumption that the student will have completed a sufficient amount of coursework upon which the internship is based.

- Work should be related to the students' area of study. If you have questions about what types of work are acceptable, please make an appointment to speak with the COB Career Success Center.
- Credit is allocated by the number of hours a student works under a work-site supervisor. It is the student's responsibility to keep track of the hours worked. The student should confirm the dates of employment and hours worked with their supervisor prior to submitting the Internship Request Form in order to ensure consistency and accuracy.

**Learning Outcomes:** Students should be able to:

- Achieve a level of critical thinking that allows one to comprehend, retain, and apply newly learned principles, procedures, tasks, etc. at an appropriate level for the position.
- Accept and fulfill obligations with initiative, reliability, and consistency (in quality, timeliness, accuracy, skill-level, attendance, etc.).
- Provide feedback and practice judgments, when requested, in a communicative and constructive manner that engages critical thinking skills.
- Engage in safe practice and performance of duties.
- Effectively use verbal and written communication skills to demonstrate clarity of expression, clear organization of ideas, and an understanding of appropriate/specialized vocabulary; and express interpersonal communication competence.
- Display developing leadership ability with the goal of professionally organizing and directing plans, procedures, teammates, etc.

**Assignment:** Students must complete and submit an end of internship evaluation in which they address the learning outcomes, detail the type of job performed, and relevance to their major. When writing about the work experience and learning outcomes, student should write professionally and with clarity and coherence (i.e. write in complete sentences, avoid slang or texting abbreviations, etc.). Assignment, due date, and submission method will be determined by the COB faculty supervisor and agreed upon with the student prior to submitting the request for internship in Handshake.

After the internship has completed and the student has submitted their assignment, the student's COB faculty supervisor will complete an evaluation of the degree of competency reached for each of the learning outcomes/student's performance and assign a grade of completion. Grades will be due to the Instructor of Record the Friday of final's week of the internship term.

**Approval Process:** A student's Internship Request will be evaluated by a departmental designee(s). The departmental designee will be charged with contacting students whose request does not pass muster, including:

- applicability to the student's program (major) and his or her educational and employment goals.
- acceptable nature of employment (work was performed at a legitimate business or agency; supervisor was not a family member or fellow student, etc.)
- length applied to overall duration requirement (based on total hours worked over duration of employment)
- determine if or when exceptions may be made to the requirements, approval process, duration of employment, etc.

Upon approval and completion of an acceptable internship and learning outcome summary/assessment, the designee will send the Handshake request on for approval.

**Registration:** Academic credit is allocated by the number of hours a student works under a sponsor, and for every 30 hours of work put in, a student may earn one credit. For instance, if a student worked nine hours a week during a ten-week term, the student would earn three credits. If a student’s program does not require internships credits, credit would be applied to a student’s general elective credits. Tuition and fees related to course enrollment information is available [online](#).

- The number of equivalent academic credits earned will be verified by the COB faculty supervisor (see chart).
- A **maximum of 12 credits** can be earned per term. The course may be repeated to a maximum of 16 credits. We recommend that you meet with an advisor to determine if you would benefit from getting academic credit for your internship. An advisor can also help you decide which course would be best.
- Many majors within COB have a required experiential learning component. See MyDegrees for more information on total credits and fulfillment options for your declared major. Credits/hours may be split over multiple terms.
- Courses:
  - **(ACTG, BA, BANA, BIS, DSGN, MGMT, or MRKT) 410:** Students with 90 credits or more; offered as P/N grading basis only.
  - **(ACTG, BA, BANA, BIS, DSGN, MGMT, or MRKT) 004:** Students with 90 credits or more that do not need additional credits to graduate; offered as SC/NSC grading basis only. (COB) 004 is a non-credit academic experience that is transcript visible. For majors that have experience requirements, sufficient hours must be successfully completed in (COB) 004 to fulfill the equivalent requirement for the major. Please check MyDegrees to verify how many total credits you must complete.
  - **BA 210:** Students with less than 90 credits; offered as P/N grading basis only, limit of 6 hours per term. This course is elective and does not apply to experiential learning requirements.

## Responsibilities & Timeline

### Pre-Internship

#### STUDENT

- Secure an internship through the [OSU Handshake website](#) or search independently for opportunities
- Collect the following internship documentation from the internship organization
  - Name and contact information of supervisor(s)
  - Job description/objectives
  - Duration of internship:
    - Start and end dates of the internship
    - Total estimated hours for the internship for the term
- Find a COB faculty member to supervise and evaluate your project for academic credits. Set up a meeting to:
  - Review internship documents
  - Create assessment and assignment agreement as well as a submission timeline

Projected total work hours for term	Equivalent number of academic credits
30 to 59	1 credit
60 to 89	2 credits
90 to 119	3 credits
120 to 149	4 credits
150 to 179	5 credits
180 to 209	6 credits
210 to 239	7 credits
240 to 269	8 credits
270 to 299	9 credits
300 to 329	10 credits
330 to 359	11 credits
360 or more	12 credits

A student can earn a maximum of 12 credits per academic term. *The information above is based upon 40 hours per week for 10 weeks equals 12 course credits.*

#### COB FACULTY SUPERVISOR

- Review internship documents with the student. Student can use the Internship Gathering Form to help collect all of the information needed to submit their request to “Handshake”.
- Determine the following:
  - Equivalent number of academic credits that could be earned  
*Minimum of 2 credits are required for Marketing major Experiential Learning, 4 credits for Management major PRIME.*
  - Assignment for assessing internship learning outcomes, at minimum the final project should include:
    - a detailed description of work activity,
    - an evaluative analysis of the relationship between the work activity and the student’s supporting coursework, and
    - explicit suggestions for improving the internship experience.
  - Due date of the assignment and if submission will be via Handshake or via OSU email
- Have the student submit the “College of Business - Academic Internship Experience” form in Handshake.
  - After the designee has received their request and confirmed submission completion, the approval sequence will be launched.

- Expect an email from Handshake requesting approval. Make sure the student has completed all details according to your mutual agreement. If there is a discrepancy, you will have the ability to deny the experience.
- Additional approvals will be required before a student would be eligible to register for the respective course.

### **STUDENT**

- After meeting with your COB faculty supervisor and finalizing details for your final assignment, submit the Academic Internship Experience Request Form in [Handshake](#).
- Watch for emails via Handshake including any follow up questions and instructions for registering for the appropriate course CRN.

### **Post-Internship**

#### **STUDENT**

- Submit completed assignments to the COB faculty supervisor by the agreed upon due date
- Request an evaluation of work from on-site supervisor

#### **COB FACULTY SUPERVISOR**

- Reviews items submitted by student
- Submit grade or report grade to the Instructor of Record

# College of Business Information Gathering Form

Form for student use only, request must be submitted via [Handshake](https://oregonstate.joinhandshake.com/).  
<https://oregonstate.joinhandshake.com/>

## COURSE

<b>Course</b> <input type="checkbox"/> BA 210 <input type="checkbox"/> [Subject] 410 <input type="checkbox"/> [Subject] 004
<b>Subject</b> <input type="checkbox"/> ACTG <input type="checkbox"/> DSGN <input type="checkbox"/> BA <input type="checkbox"/> MGMT <input type="checkbox"/> BANA <input type="checkbox"/> MRKT <input type="checkbox"/> BIS

Term: Fall  Winter  Spring  Summer  Year: 202\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Total Estimated Hours: \_\_\_\_\_ Equivalent Credits: \_\_\_\_\_

Course Campus:  Corvallis  E-campus or PDX

Projected total work hours for term
30 hours per credit
Maximum 12 credits (360+ hours) per term.

## INTERNSHIP

Company/Organization: \_\_\_\_\_

City & State or Country: \_\_\_\_\_

Supervisor(s) Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Internship Job Title: \_\_\_\_\_

Job Description – include via Handshake submission

## COB FACULTY SUPERVISOR

Name: \_\_\_\_\_ Email: \_\_\_\_\_

INTERNSHIP ASSIGNMENT AND ASSESSMENT: Describe the required assignment and methods by which the learning outcomes will be evaluated.