

## The Turner College of Business Internship Program

The Turner College of Business (TCOB) Internship Program seeks to partner with area companies to enhance the education of CSU business majors by providing relevant field experience prior to graduation. Academically-qualified internships should provide students with learning experiences that are complementary to the academic foundation presented in the classroom while extending beyond the boundaries of the typical academic environment.

The Internship Coordinator will be responsible for organizing, directing, and initiating the internships. Other parties involved with any approved internship include:

- Company/supervisor
- Student
- Sponsoring Faculty Member

In securing and completing an internship, several steps will be taken involving the stated parties.

1. A packet will be mailed to an inquiring company/supervisor from the TCOB Internship Coordinator. This packet will include, but not limited to:
  - Supervisor's Guidelines
  - Sample Syllabus
  - Internship Position Description Form (to be returned to the Internship Program Coordinator)
  - Employer Evaluation Form
2. Upon receiving the completed Internship Position Description Form, the Internship Coordinator is responsible for creating and dispersing announcements to be made in appropriate classes within the College of Business recruiting potential candidates (or given to the student who initiated the internship).
3. Inquiring student will be given a packet containing, but not limited to:
  - A copy of the Internship Position Description Form
  - Student Information and Guidelines
  - Student Application Information Sheet (to be returned to the Internship Coordinator)
  - Instructions for Written and Oral Reports by Intern
  - Sponsoring Faculty Approval Sheet (to be returned to Internship Coordinator)

The inquiring student is required to invite a professor in the discipline related to the internship to be the Sponsoring Faculty Member. The professor must sign the Sponsoring

Faculty Approval Sheet upon agreement and return to the Internship Program Coordinator.

4. After all qualifications are verified, all parties will meet to discuss the specifications of the internship and to agree on at least three learning objectives of the internship. Once agreement is made, each party will be required to sign the Internship Learning Agreement.
5. During the semester, the sponsoring faculty member will be responsible for the following:
  - Site visit (and completion of Site Visit Form)
  - Evaluation of student (both written and oral portions of the internship)
  - Submitting of grade for credit