

MADS Internship Guidelines

STATEMENT OF OBJECTIVE

An internship is a recognized way of giving academic credit for real world experience that builds on and informs a student's educational program.

ELGIBILITY GUIDELINES

- A student must have at least earned 60 earned credit hours.
- A student must have a minimum cumulative GPA of 2.0
- One credit equals 40 working hours on site with a maximum of 3 credits (120 hours) used towards a MADS major elective
- Any exceptions to this rule must be approved by the Department Chair.

AFFILIATION AGREEMENT

- No internship will be approved nor may it begin unless an active affiliation agreement is in place.
- Please view: <https://www.bloomu.edu/programs/learning-experience/professional-preparation-and-experience> for more information about affiliation agreements and the process of applying for an internship.
- If no Affiliation Agreement exists between BU and the organization, a student should bring the following information to the department office:
 - Name of the organization
 - Mailing address
 - Phone Number
 - Internship Supervisor's Name, title, and e-mail address
- Around 8 weeks should be allowed for final approval for Affiliation Agreement.

APPLICATION PROCEDURE

1. Meet with your advisor to discuss the internship.
2. Find out if an Active Affiliation Agreement is in place.
3. Obtain a job description on company letterhead. This is usually an outline or a couple of paragraphs in length. Please send this to the department for approval.
4. Select a faculty member to be your internship supervisor.
5. Fill out the 509 Application Form through MyHusky, directions are here: <https://www.bloomu.edu/programs/learning-experience/professional-preparation-and-experience>

STUDENT RESPONSIBILITIES

- Maintain contact with your faculty instructor in person by on-campus meetings, telephone or email.
- Maintain a written daily log or journal summarizing your activities and relating the experience to your academic program. Weekly submission of logs and journals is mandatory.
- A final paper must be submitted to the faculty supervisor.

ON-SITE SUPERVISOR RESPONSIBILITIES

- Provide a written job description and letter of invitation on company letterhead
- Assign, coordinate, and oversee the student's on-site tasks.
- Provide a quality mentorship to enhance the student's experience.
- Be available for contact with the faculty instructor
- Evaluate in writing the student's performance.

FACULTY INSTRUCTOR RESPONSIBILITIES

- Make a pre-experience contact with the on-site supervisor to discuss the proposed experience and clarify responsibilities.
- Make contact during the assignment with both the student and the on-site supervisor by telephone, in person or email.
- Evaluate the student's performance, based on information from the on-site supervisor, the student's journal, and your observation. Report the grade by the semester deadline.