

MILGARD

SCHOOL OF BUSINESS

TBUS 468 Internship Processes and Procedures

Email complete forms to your [Milgard School advisor](#).

Overview (1/4)

The TBUS 468 Internship course at the Milgard School of Business is designed to provide business students an opportunity to gain direct experience by working with professionals in the field. The experience exposes students to important skills and insights not available in the traditional classroom setting. Enrollment in TBUS 468 is required to earn academic credit for an internship.

Objectives

To offer business students:

- Opportunities to apply the core business learning outcomes: communication skills, quantitative analysis, financial skills, strategic thinking, ethics and business in society, global awareness, teamwork, technology, and professionalism.
- Hands-on practical experience in the workplace.

Expectations

Students will be expected to:

- Apply concepts learned in business courses to practical work situations.
- Learn to recognize and adapt behavior and dress to identified business norms.
- Expand professional skills by developing techniques and applying methods learned on the job.
- Communicate appropriately and work effectively with supervisors and coworkers.
- Model ethical standards and behaviors.
- Demonstrate enthusiasm and willingness to provide quality work to the company.
- Seek and respond positively to suggestions for professional improvement.

Enrollment in TBUS 468

Students register for TBUS 468 prior to the first day of the quarter in which they will be doing the internship. The course has the following prerequisites:

- Completion of 3 of the following courses: TBUS 300, TBUS 301, TBUS 310, TBUS 320, TBUS 330, TBUS 350.
- Minimum 2.0 CUM GPA; students may not be on academic probation.
- Students must be declared in a business major: TACCT, TBUS, TFIN, TMGMT or TMKTG.
- Completion of the Intern Fact Sheet and Internship Contract.

No more than 15 combined credits of TBUS 468 and TBUS 469 may be used to satisfy degree requirements.

Academic Credits

Students may earn 3-10 credits per quarter for an internship. A maximum of 10 internship credits are allowed toward the degree and are considered general elective credits only.

If the work of an internship spreads between different terms, the student only needs to submit one internship application, specifying the number of credit hours for each term that corresponds to the amount of work that takes place in that term. Students will submit assignments and evaluations each quarter and internships will be graded quarterly.

The number of credits may be decreased up until the variable credit reduction date specified by the academic calendar, but they cannot be increased. If a student quits an internship, they must drop TBUS 468 according to UWT guidelines posted at <http://www.tacoma.uw.edu/node/37838>.

Overview (2/4)

Expected Time Commitment

Internships must be completed during the academic quarter in which students enroll in TBUS 468.

The time commitment for one quarter:

3 credits = 90 hours of work (9 hours per week)	4 credits = 120 hours of work (12 hours per week)
5 credits = 150 hours of work (15 hours per week)	6 credits = 180 hours of work (18 hours per week)
7 credits = 210 hours of work (21 hours per week)	8 credits = 240 hours of work (24 hours per week)
9 credits = 270 hours of work (27 hours per week)	10 credits = 300 hours of work (30 hours per week)

Before enrolling for TBUS 468

Steps Involved:

1. Find a suitable internship opportunity. The Milgard Success Center and Handshake are useful resources. Students may also receive notifications via their UW email. Internship opportunities are usually competitive and the job responsibilities must be related to your business major.
2. Complete the INTERN FACT SHEET and INTERNSHIP CONTRACT, signed by the site supervisor and student, and email it to one of the [Milgard advisors](#). The deadline for submitting the packet is the third day of the quarter. This is a strict deadline. The entire internship packet is reviewed by the faculty leader/internship coordinator and a Milgard staff member.
3. If approved, a Milgard advisor will e-mail the student an add code necessary for course registration.

Intern Fact Sheet

Students must fully complete the following sections of the Intern Fact Sheet:

- Student Information
- Internship Site Information

Internship Contract

Entering into an internship requires a substantial commitment from both the intern and the host organization. It is the goal of the Milgard School that the experience will benefit the student and the host organization. As such, the student intern is required to submit a contract prior to registering for TBUS 468 as part of the application package. The student intern and the immediate supervisor at the host organization will sign the contract before submission to the Milgard School.

Two areas on the Internship Contract which require special attention are: (1) the **Internship Expectations** and (2) the **Job Description**. These areas should be clear and concise, yet fully address the questions asked. For example, Internship Expectations should answer the questions: How does this internship support your educational and career goals; what do you hope to learn from this internship? **This should be written by the student.**

The job description should likewise be as complete and as detailed as possible reflecting both the specific duties and the work the intern will engage in during the time with the host organization. The Job Description should support the goals of the internship.

Overview (3/4)

After Enrollment in TBUS 468

1. **Learning Journal:** The learning journal is a “reflective” journal, which documents activities and accomplishments, as well as any struggles or dilemmas the intern is facing. As often as once a week or more as necessary, take the time to review each day on the job and identify what was learned. For example:

- Does your on-the-job learning support or contradict classroom learning?
- What skills are necessary for success in this position? In what areas do you require further development?
- How does this experience compare with your prior or other work experience?

The learning journal should be typed and double-spaced.

2. **Resume:** An updated one-page resume.

3. **Formal Paper:** This is a formal, written paper which conforms to all the rules of formal written English composition. This paper should be typed and double spaced. A five to seven-page final report is due at the end of the internship and should include the following:

- A description of the company, the department in which you worked, and the assignments completed during the internship.
- A discussion of how the internship connected to concepts learned in coursework, or how the experience helped develop the learning outcomes of the Milgard School: communication skills, quantitative analysis, financial skills, strategic thinking, ethics and business in society, global awareness, teamwork, technology, and professionalism.
- An in-depth reflection on the experience: analyzing the skills developed, evaluating job satisfaction, and discussing the impact on future career decisions.

4. **Evaluations:** There are two evaluations that must be completed and returned to the Milgard School during finals week. The first is the Intern Evaluation, which measures the intern’s assessment of the internship. The second is the Supervisor’s Evaluation, which measures the intern’s demonstrated skills and progress during the entire internship.

In addition to the Supervisor’s Evaluation, the intern will present to the supervisor an interim evaluation assessment of the internship. This interim evaluation is merely a “mid-course correction” evaluation. It is a methodology whereby the intern and the supervisor review the intern’s goals and progress towards those goals at that point in time. This interim evaluation does not need to be submitted to the Milgard School.

Students who fail to submit an entire package at the conclusion of the quarter will receive “no credit” for the internship course.

Overview (4/4)

Frequently Asked Questions

- Can a student do two internships at the same location if they are separate projects?
 - A second internship must take place at different organization.
- Can a student do an internship at a business where they are currently employed?
 - To receive credit, the internship will have to be completed with a different employer.
- Can a student do an internship at a business that a family member owns?
 - Students are not allowed to earn credit for an internship at a firm owned by a close relative.
- Can a student do an internship outside of the Puget Sound or USA?
 - Yes. Students are free to take any internship that they choose, but to receive academic credit, internships must be approved by the Milgard School of Business. An application may be rejected if the internship coordinator cannot verify that the internship fulfills the TBUS 468 requirements. International internships may take additional time to approve.
- What should a student do if the student is harassed or injured on a job?
 - Students should contact their Faculty Supervisor as soon as possible.
- Can a student do an “online” internship?
 - No. Student must perform a meaningful part of their duties while being physically present at the location of the host organization.
- Is there a canvas page?
 - Yes, the TBUS 468 instructor will connect with the students via Canvas.
- Is there guidance offered by the Milgard School of Business for finding an internship?
 - The staff at the Milgard Success Center can assist you with your internship search. The Success Center is located in DOU 290 or you can find them online: www.tacoma.uw.edu/milgard/success
- May a student submit their TBUS 468 application while they are in progress of completing 3 core courses?
 - Yes, but finals grades must be posted before final approval is granted.
- When is a Direct Admit student eligible to earn credit for TBUS 468?
 - A Direct Admit student is eligible to earn credit in TBUS 468 after they have successfully completed the Milgard School of Business prerequisites and completed at least 3 of the TBUS core courses.

Summation

These Internship Seminar Processes and Procedures are created to solidify the relationship between all three parties: Milgard School of Business, the intern, and the host organization. Extensive experience has shown that these requirements are beneficial to the success of this course.

Intern Fact Sheet

Student Information

Intern Name:			
Student ID:		UW email address:	
Street Address:			
City:	State:	Zip code:	
Cell phone:		Home phone (if different) :	

Quarter	Fall	Winter	Spring	Summer	If the internship spans multiple quarters, please enter how many credit hours will apply to each quarter. Remember: 3 credits = 9 hrs/wk 4 credits = 12 hrs/wk 5 credits = 15 hrs/wk 6 credits = 18 hrs/wk 7 credits = 21 hrs/wk 8 credits = 24 hrs/wk 9 credits = 27 hrs/wk 10 credits = 30 hrs/wk
Year					
Credits					

Internship Site Information

Employer Name:		
Employer Street Address:		
City:	State:	Zip code:
Supervisor's Name		Supervisor's email :
Supervisor's phone number:		Internship Title:
Start date:		Expected completion date:

Paid Position? Yes No If yes, what is your pay rate? _____

Internship Contract (1/2)

Employer Name:		
Employer Street Address:		
City:	State:	Zip code:

- 1) Represented by: (Site Supervisor's name) _____ will provide supervised on-the-job learning experiences for (Intern's name) _____.
- 2) The student will be awarded the number of credits stipulated above for working an agreed upon number of hours, and for satisfactorily completing the academic component if the internship. Internships must align with UW Tacoma's academic quarters.
- 3) The student shall be given the opportunity to gain broad work experience and shall advance on the job as his or her proficiency permits.
- 4) On an appointment basis, the faculty leader may visit the supervisor and student to evaluate the student's progress.
- 5) The employer will provide the university with attendance verification (if requested) and performance ratings of the student's achievements while enrolled under this agreement. The employer will evaluate the student's performance by completing the Supervisor's Evaluation at the end of the quarter.
- 6) Upon request, interns may review their UW Tacoma internship file.
- 7) ***Students may not be currently employed at the business where they want to complete an internship, nor may they complete an internship at a business where the owner is a family relative.***

Internship Expectations (Provide a brief description of what your [the intern] expectations are for this internship.)

1. How does this internship support your educational and career goals?

2. What do you hope to learn from this internship?

Internship Contract (2/2)

Job Description (Insert a formal job description that covers expected job duties and learning objectives)

The following have read and understand the agreement and the requirements attached hereto.

Worksite Supervisor Signature

Date

Intern Signature

Date

After the application is complete and you and your supervisor have signed above, email your application to your [Milgard school advisor](#).

Prerequisites completed Yes No In Progress*

Add code issued Yes No

**Add codes can be issued once prerequisite courses are graded*

Faculty Internship Coordinator Approval Yes No

Student Internship Evaluation

Intern Name:	
Organization:	
Internship title:	
Supervisor:	
Quarter:	Year:

1. How did the internship meet your educational and career goals?

2. In what ways did the internship not meet your expectations?

3. Describe the primary skills that you developed during this internship.

Intern Signature

Date

Supervisor Internship Evaluation (1/2)

Supervisor's Name:	
Supervisor's email :	
Organization:	Supervisor's phone number:
Intern's Name:	
Internship Title:	
Average hours work per week by intern:	

Please appraise the student in terms of completing the learning objections of the internship. Other items to address could include technical competence, quality of work, timeliness, written and oral communication skills, working relationships, ability to follow through, individual initiative, and/or application of theory to practice.

Supervisor Internship Evaluation (2/2)

The Milgard School of Business curriculum is based on nine learning outcomes. Please rate the intern’s knowledge in the following areas.

Skills	Excellent	Good	Fair	Poor	N/A
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantitative Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Global Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain any low scores on the above learning outcomes.

 Worksite Supervisor Signature
 (electronic signature accepted)

 Date

Internship Coordinator Evaluation

If this is a multi-quarter internship, a separate copy of this form should be completed for each quarter.

Student Information

Name of Intern: _____

Student ID: _____

Internship Site Information

Name of Employer: _____

Employer Address: _____

City: _____

State: _____

Zip: _____

Supervisor's Name: _____

Evaluation

- | | | |
|-----------------------|---------------------------------------|---|
| Learning Log | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Not Satisfactory |
| Formal Paper | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Not Satisfactory |
| Resume | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete |
| Intern Evaluation | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete |
| Supervisor Evaluation | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete |
| Final Grade | <input type="checkbox"/> Credit | <input type="checkbox"/> No Credit |

Internship Year:

Quarter	Fall	Winter	Spring	Summer
Credits				

Comments:

 Internship Coordinator Name

 Internship Coordinator Signature

 Date