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INTERNSHIP Q&A

Q: I want to do an internship for credit, what's my next step?

A: You should discuss the internship with your advisor to make sure that you have a place in your program for an internship. Internships for credit satisfy business electives. However, some majors (i.e., accounting) only have one business elective and it is specific to a discipline. For example, accounting students must take an accounting business elective.

Q: I am interested in an internship for credit. Where do I find out about opportunities?

A: We receive information on internships, and notify junior and senior business students via email. If you have an idea for an internship and want to submit it for possible approval, details need to be submitted to Michael Griffin, Assistant Dean, for evaluation (and possible approval). You will need to have the employer complete a data collection form which you can obtain from Mr. Griffin (mgriffin@umassd.edu).

Q: What qualifies for an internship?

A: First and foremost, the experience must be a great learning experience. An internship for the Charlton College of Business is an arrangement whereby a student is registered for the Internship course and is working for an approved employer as an intern. The employer is providing supervised training and on-the-job learning experiences (at a professional level) consisting of at least 9 hours a week on the job and 1 hour per week in the classroom for a total of 150 hours per semester. The student must have junior standing (60 credits) for an internship for credit and have a minimum GPA of 2.5.

Q: What should be considered when evaluating whether an internship is a great learning experience?

A: Intern employers must demonstrate the proposed internship is of a high enough rigor level to substantiate 3 credits. The work experience must provide the student with a learning experience at the professional level and should consist of both supervised training and on the job learning experiences. Jobs that merely require the student to perform clerical or routine tasks should not be considered as internships. Intern employers may accept or reject any student who is referred by the Charlton College of Business. The goals of all internships must include:

- Applying theory to actual working situations.
- Gaining knowledge by performing tasks, working on projects, and completing other on the job learning experiences related to a business discipline.
- Gaining a greater degree of self-direction in the learning process.
- Testing a tentative career choice.

Q: If I get an internship approved what's my next step?

A: You will need to register for an internship course. That course meets 1 hour per week for the semester. We have scheduled two times – one of the sections meets in the morning while the other one meets in the late afternoon; so that students will be able to accommodate their internship work schedule. You need to fill out a special internship enrollment form which when approved, allows you to enroll in the Internship course.

Q: Can I work in the summer to get internship credit for the Fall Semester?

A: No. The internship must run concurrently with the semester. In other words, internship credit will not be granted for past experiences.

Q: What's the process?

A: Here are the steps:

- 1.** Get approval for an internship. Employer must complete the **Internship Employer form** and submit to Michael Griffin, Assistant Dean, for approval (mgriffin@umassd.edu)
- 2.** Complete **Internship Registration Form**. You will assign you to Internship course section for the upcoming semester. (the registration form is currently being developed; copies should be available soon via the Career Resource Center).
- 3.** Suzanne Melloni, Coordinator of Undergraduate programs will enroll you in the Internship course after confirming that you have met the criteria (2.5 GPA, junior standing, etc.)
- 4.** Complete the requirements of the Internship course and the work requirements of your internship.
- 5.** Internship faculty meets with employer to evaluate the experience.
- 6.** You are assigned a letter grade for the Internship course.

The process must be complete by the end of the add/drop period.

If you have questions, call or email, Michael P. Griffin, Assistant Dean, Charlton College of Business at 508-910-6947 email: mgriffin@umassd.edu



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CHARLTON COLLEGE OF BUSINESS

Internship Employer Form

To be completed by sponsoring companies

Description of the company including the mission, location, sales and market coverage. Please include your web URL (if you have it):

Overview of the internship/coop objectives:

Primary duties and responsibilities:

What will the student learn from this experience?

Job Title:

Compensation:

Academic preparation of the student required (graduate, senior, junior, courses taken, GPA, etc.):

Skills required:

Hours of work:

Start and end dates:

Primary supervisor:

To whom should students send resume/application and how?

Deadline for submitting resume/application:

How will the student(s) be evaluated?

Additional company contacts (if applicable):

Name and title of the person providing this information

Please submit to: Michael P. Griffin, Internship Director (mgriffin@umassd.edu)