

**University of Massachusetts Dartmouth
Charlton College of Business
Internship Program**

POLICY AND PROCEDURES

1. Definition: **Internship** is an arrangement whereby a student is registered for the Internship course and is working, as an intern, for an approved employer. 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 internship must run concurrently with the semester. In other words, internship credit will not be granted for past experiences (i.e. a student cannot earn credits retroactively in the fall semester based on hours worked in the previous summer). **The student must have junior standing (60 credits) for an internship for credit and have a minimum GPA of 2.5.**
2. Definition: **Charlton College of Business (CCB) Internship Director** develops and approves internship employers and internship positions and works with the CCB Dean's office, the CCB office of undergraduate education, and the Career Resource Center to administer and publicize business internships.
3. Definition. **Intern Employer** is an employer who is offering an internship opportunity that has been evaluated and approved by the CCB Internship Director. Intern employers must complete a data collection sheet (called: Internship Employer Form). That form must be evaluated by the Internship Director before an internship can be approved.
4. **Learning experience.** Intern employers must demonstrate the proposed internship involves enough rigor to justify 3 credits. The work experience must provide the student with a professional level learning experience 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 are not considered 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:
 - a. Applying business theory to actual working situations.
 - b. Gaining new knowledge by performing tasks, working on projects, and completing other on the job learning experiences related to a business discipline.
 - c. Gaining a greater degree of self-direction in the learning process.
 - d. Testing a tentative career choice.
5. It is assumed that intern employers (and not the CCB Internship Director) will conduct recruiting and screening activities. The CCB Internship Director's role is to administer the Internship program, help publicize internship opportunities to CCB students and to implement and maintain controls that will help assure a high quality and rigorous internship program.
6. Internships are available to junior and senior Charlton College of Business (CCB) students only. **A student must have completed at least 60 credits and have a GPA of 2.5 before an internship can be approved.** Based upon the nature of the internship (supervised training and on the job experience), the Internship Director in the CCB will determine which type of business elective, if any, the internship will satisfy. Internship courses carry a prefix of ACT, FIN, MIS, MGT, POM, or MKT. Students will be assigned to appropriate internship courses (relevant prefixes) based upon an analysis of the internship performed by the Internship Director. The course prefix, number, and section will be specified on the Internship Registration form, which will serve as approval to

register for the course. Effective with the fall 2006 semester, students are limited to no more than one 3 credit internship for their entire program (major).

7. Students must complete registration for an internship by first completing the Internship Registration Form which must be approved by the CCB Internship Director. **The registration process must be completed before the add/drop period ends. Enrollment in the Internship course is on a first-come-first serve basis. Seating is limited. There will be adherence to course seating limits set by the Dean's office.**
8. Interns are expected to attend all meetings of the Internship course and satisfy the requirements of that course as stipulated in the course syllabus.
9. During the semester, there must be at least one meeting between the employer, the internship course professor, and the student.
10. Students will receive a letter grade (as opposed to Pass/Fail) for an internship.
11. Students interested in Internship opportunities should:
 - a. Visit the Career Resource Center located on the lower level of Group I to learn about potential internships. Announcements of internship opportunities will also be initiated by the CCB Internship Director through e-mails, in class announcements, and posters.
 - b. It is the responsibility of the interested student to make contact with the appropriate person at the internship company/agency to learn more about the opportunity. It is up to the Internship company/agency to offer an internship (subject to approval by the CCB Internship Director). Keep in mind that any internship for credit must be approved by the Internship Director prior to enrollment in the Internship course and that the process must be completed prior to the end of the add/drop period.
 - c. Complete the Internship Registration Form (available in the Career Resource Center or the CCB Office of Undergraduate Education).
 - d. Obtain approval of the Internship Registration Form by the CCB Internship Director who will also approve the student's registration into a particular section of the CCB Internship course. It is the student's responsibility to understand how the Internship satisfies business elective requirements. In some cases, an Internship may not satisfy a specific program requirement in which case the student would graduate with excess credits (i.e., 123 credits versus 120). It is recommended that students discuss internship plans with their advisor prior to seeking approval for the internship.
 - e. Register for the CCB Internship course through the CCB Undergraduate Program Office. A copy of the approved Internship Registration form will be necessary in order for the student to be registered for the internship course.
12. To avoid real or apparent conflicts of interest and to help assure that the internship is objectively structured and evaluated, credit for an internship will not be granted if the student is working for a business owned and/or operated by their family. Additionally, the student cannot be supervised by a family relation in any internship for credit arrangement.