



ROBERT B. WILLUMSTAD SCHOOL OF BUSINESS

Internship Program

business.adelphi.edu/experiential-learning/internships



Information and Application

-For Academic Credit-

Adelphi University
Robert B. Willumstad School of Business
One South Avenue
Garden City, NY 11530

Phone: (516) 877-4624

Guidelines for the Internship Program

-For Academic Credit-

The purpose of the Internship Program at Adelphi University is to allow students to have a “learn by doing” work experience, supervised by faculty and professionals in the field. Internships are usually related to the students’ major and generally reserved for students who are in good academic standing.

The student has the responsibility to devote a minimum of 50 hours for 1 credit or 100 hours for 2 credits or 150 hours for 3 credits. The work is to be performed on a regular weekly basis during the fall, spring, or summer semesters. The student will maintain a log describing day-to-day activities and the times and hours worked. A final paper along with a formal oral presentation in which the student evaluates the work experience will be submitted to the internship coordinator Neil Halloran.

The student’s performance may be discussed with the internship coordinator at the host organization, and the on-site supervisor will submit a written evaluation of the student’s performance to the internship coordinator Neil Halloran. The internship coordinator will determine a final grade.

Participant Responsibilities

Responsibilities of The Internship Firm's Supervisor

- To orient students to the organization.
- To supervise students through weekly conferences for the purpose of assisting them in their learning experience.
- To appraise students of their performance, complete and return a semester's evaluation of each student's performance.
- To advise the internship coordinator of any student whose performance or attendance is unsatisfactory.

Responsibilities of The Students

- To maintain good attendance at internships and to notify their supervisors of absences or lateness. Students will be permitted to have all college and organization holidays.
- To set goals acceptable to their organization and the college.
- To show progress in learning appropriate specialized work skills.
- To develop a log and written record of the experience.
- Write a 5 page executive summary to be presented to Neil Halloran.

Responsibilities of The Coordinator of Internship Program (Professor Neil Halloran)

- To assist students in selecting appropriate internships.
- To meet regularly with students to discuss their experiences, if needed.
- To consult with host organization supervisors at least once a semester or more often if a problem arises in a student's performance.
- To submit the student's grade at the conclusion of the semester considering hours worked, completion of academic requirements and evaluation.
- Formally mentor each intern for a 3 month period of time and receive a certificate of completion at the conclusion.

Steps for Students Registering for Internships to Establish Academic Credit

Eligibility

-Attach resume

-Determine how many hours you will dedicate to the internship over the course of the semester; base your decision on: Number of units you will earn.

Equivalencies

1 credit= 50 hours

2 credits= 100 hours

3 credits= 150 hours

Preparation

-Prepare a resume

-Discuss possible interests in terms of industry, organization(s), and location with the internship coordinator.

-Select one or more possible internship opportunities.

-Apply to the organization for the internship by submitting all material requested.

-Fill out application completely, including attachments.

Registration

-Students must secure an internship before they will be permitted to register. Complete both sides of the Student Internship Application for Registration.

-Submit the completed application certifying if it is to be graded with a letter grade to the internship coordinator.

-The internship agreement must be completed and signed by the student, internship coordinator Professor Neil Halloran, and the organization's supervisor, and returned to the internship coordinator before registration to receive appropriate academic credit.

Academic Requirements for College Credit

- Maintain a daily log indicating dates, hours of work and a brief statement of activity that day.
- Prepare an executive summary, of 5 pages, reflecting, analyzing and critiquing the internship learning experience.
- Submit the term paper and the log to the internship coordinator.
- An evaluation form and time log will be sent directly to the organization's supervisor listed on your internship agreement form and will be returned to the internship coordinator as a record of the student's activity/performance.
- The internship coordinator will supervise the internship for credit and submit a grade to the Registrar's office.

Internship Application for Registration

For academic credit

Do not begin your internship until this form is approved

Part 1 – Please Print

Student _____ ID# _____

E-mail _____ Cell () _____

Local Address _____ Local Phone () _____

City/State/Zip _____

Home Address _____

City/State/Zip _____

Major/Minor _____

Current GPA _____ Current GPA in Major _____

Fall _____ Spring _____ Summer _____ 20 _____

Circle one: Freshman Sophomore Junior Senior

In order to earn 1 credit, or 2 credits, or 3 credits, a student must participate in an organization's activities for a minimum of 50, or 100, or 150 hours respectively.

The internship must be supported by appropriate entries in a log describing his/her work experience.

A term paper is required.

The evaluation must be completed by the on-site supervisor.

The grade for the internship will be letter-graded.

The attached form is to be forwarded to the registrar upon completion of internship

Return completed form to Neil Halloran

Adelphi University

Hagedorn Hall of Enterprise Room 122a

One South Ave, Garden City, NY 11530

Adelphi University

Internship Agreement for Academic Credit

Date _____

This agreement is undertaken by (Intern) _____

during the _____, 20____ semester, for _____ credits. ID# _____

1. Internship Site _____

Site Address _____

Brief Job Description of the Internship: _____

2. The student will devote a minimum of 50 hours/ 1 credit or 100 hours/ 2 credits or 150 hours/ 3 credits. The work is to be performed on a regular basis during the fall, spring, or summer sessions.

3. In addition to meeting the conditions of the internship, prescribed by the host organization, the student agrees to the following requirements:

-Keep a journal/log with entries to document the detailed day-to-day activities on the job, the date, the times, and number of hours worked and initialed by the site supervisor.

-Submit a final paper and presentation related to the internship experience.

-Ensure that evaluation form and log sheet are submitted by the organization's supervisor by due date.

4. A letter with forms and instructions will be sent directly to site supervisor of the host organization.

5. The internship coordinator agrees to discuss the student intern's performance with the Site Supervisor of the host organization during the semester, and to schedule additional conferences as necessary.

6. Contact information for the site supervisor is necessary to verify your internship. Failure to contact the site supervisor could result in a failing grade for the student.

7. The internship coordinator will determine the grade.

Student's Signature _____

E-mail _____

Local Address _____ Phone # () _____

Internship Coordinator Signature _____

Company Name _____

Company Address _____

Supervisor's Name and Title _____

Company Phone () _____ Fax () _____

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Evaluation For Academic Credit

Name _____ Semester _____

ID# _____ E-mail Address _____

Academic Dept. _____ Major _____

Internship Site _____

Site Address _____

Supervisor's Name _____ Title _____

		Excellent	Good	Average	Poor	N/A
1.	Quality of Work					
2.	Quantity of Work					
3.	Dependability					
4.	Motivation					
5.	Analytical/ Critical Thinking Skills					
6.	Writing Skills					
7.	Research Ability					
8.	Organizational Ability					
9.	Creativity					
10.	Ability to Take Directives					
11.	Attitude Toward Co-workers					
12.	Attitude Toward Supervisor					
13.	Openness to Criticism/ Suggestion					
14.	Ability to Learn New Tasks					
15.	Maturity					
16.	Ability to Work Without Supervision					

17. What are the intern's greatest strengths?

18. In what areas do you see need for improvement?

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