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###### **Seattle University**

###### **Albers School of Business & Economics**

###### **Internship for Credit**

### Introduction

Internships are work experiences that complement a student’s academic program. It is distinguished from other work experience because it directly relates to a student’s program of study or career interests. Internships provide students with direct on-the-job experience, working with professionals in their field. Students are encouraged to do multiple internships to gain experience and explore career options. Some students may be able to receive credit while doing an internship.

An internship must consist of one or more of the following to receive academic credit:

1. a business related project
2. significant managerial experience
3. opportunity for professional development in a business discipline

### Objectives

To offer Albers business students:

* Assistance in determining career objectives.
* Opportunities to develop a sense of responsibility in a work environment.
* 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, co-workers and other contacts.
* Model ethical standards and behaviors.
* Demonstrate enthusiasm and willingness to give quality work to the company.
* Seek and respond positively to suggestions for professional improvement.

**Registration, Grading, & Hour Requirements**

The Internship for Credit program is targeted for Albers business students in their junior or senior years, and Albers students in a graduate program. Both international and domestic students are eligible.

**Undergraduate Students**

* Will be registered for [ACCT, ECON, FINC, etc.] **4950**.
* The student will receive CR (Credit) or F (Fail). CR will have no effect on GPA. A grade of F will be included in the computation of the GPA.
* Credits will apply to **GENERAL ELECTIVES** only and will not satisfy a required course toward your major. If you are unsure if you need General Elective credits, please see your academic advisor.
* May take 1 to 5 credits.
* May elect to take 5 credits over two quarters (ask Albers Placement Center about this process).
* Undergraduates taking 1-3 credits are required to work a minimum of 100 hours total.
* Undergraduates taking 4-5 credits are required to work a minimum of 150 hours total.

**Graduate Students**

* Will be registered for [ACCT, ECON, FINC, etc.] **5950.**
* The student will receive CR (Credit) or F (Fail). CR will have no effect on GPA. A grade of F will be included in the computation of the GPA.
* Credits will apply to **GENERAL ELECTIVES**.
* May take 1 to 3 credits.
* Graduate students taking 1 credit are required to work a minimum of 100 hours total.
* Graduate students taking 2-3 credits are required to work a minimum of 150 hours total.
* MPAC students have a different policy on the amount of credits they can take for internship. Please consult with an academic advisor or the Albers Placement Center to learn more specifics.

Hours worked will be recorded on a timesheet. (A timesheet is provided in this packet. If this does not meet the needs of the internship, please feel free to create another one. A signature from your supervisor verifying the time must be at the bottom.)

**Academic Components**

The purpose of the following required activities is to help you gain maximum benefit from your work by focusing on:

* The transfer of skills/information gained in the classroom to their applications in the workplace.
* Identifying ways professionals keep abreast of trends and continue to grow professionally.
* Determining what informal communication networks are important to function successfully.
* Learning how to become integrated into a business “culture.”
* If the student is doing a 1 credit internship because the company *requires* that the student receive internship credit, then some of the academic components may be negotiated with the Faculty Sponsor.

**Reflection Papers**

Students submit three reflection papers (normally 2-3 pages) at regular intervals during their internship. The reflection papers describe the internship experience and should address the business principles and concepts that the student is learning. Students should also address the objectives of the internship. These reflection papers will be reviewed by the Faculty Sponsor.

Reflection Paper Topic Suggestions (confirm with Faculty Sponsor)

#1: Describe your internship responsibilities and the environment in which you’re interning.

#2: Discuss 3-4 instances where you have had to use judgment during your internship.

#3: Propose 3-4 changes to the system where you intern based upon the experiences of your internship.

**Final Presentation**

This component is at the discretion of the Faculty Sponsor. At the completion of the internship, students prepare a 10-minute PowerPoint presentation about their internship [6-10 slides] and present to the Faculty Sponsor.

**Timesheet, Supervisor Evaluation,** **and Intern Evaluation**

Students submit Timesheet and Intern Evaluations to the Albers Placement Center via Handshake by the last day of the quarter. Supervisors will complete evaluations via Handshake and the Albers Placement Center will forward it on to the Faculty Sponsor.

**Steps to Receive Credit for Internship**

1. Secure internship.
2. Check with your academic advisor to make sure you need elective credit for your degree.
3. Login to Handshake with your SU Credentials (<https://seattleu.joinhandshake.com/>)
   * Click on Career Center on the top menu and select Experiences
   * Click Request an Experience, select Albers Internship for Credit or Albers CPT under Experience Type and fill out as much information as possible about your internship
   * Once Request is received by the Albers Placement Center and all information is provided, the Albers Placement Center will request approval from the appropriate faculty sponsor (see list below)
   * Upon receiving approval of the internship request from the faculty sponsor, the Albers Placement Center will notify you and inform you of next steps (see below).
4. Contact the Faculty Sponsor (see below for contact info).
   * Discuss requirements for academic components
   * Determine topics and due dates for Reflection Papers and/or Final Presentation:

Paper 1: \_\_\_\_\_\_\_\_\_ Paper 2: \_\_\_\_\_\_\_\_ Paper 3: \_\_\_\_\_\_\_\_\_ Presentation: \_\_\_\_\_\_\_\_\_\_\_

Due Date Due Date Due Date Date

1. Once the internship has been approved by the faculty sponsor, the Albers Placement Center staff will register you for the credit. Registration for internship credit should be completed by the 10th business day of the quarter to avoid paying a late fee.   
   Please note that the registration process can take a few days.  
   **You cannot register for the Internship online.**
2. Upon registration, pay tuition.
3. Complete academic requirements and submit to faculty sponsor by agreed upon due dates.
4. The Albers Placement Center will electronically send you an Intern Evaluation and Timesheet at the end of the quarter. Please complete by the end of the internship or before grades are due.
5. The Albers Placement Center will also send an electronic evaluation for your Supervisor. Please encourage your supervisor to complete it as soon as they can.
6. When these requirements are satisfied, please check in with your Faculty Sponsor so she/he can award you a grade of “CR” (Credit). If the internship and/or academic components are not yet completed, you will receive an “N” grade (Incomplete) and the Faculty Sponsor will not give you a grade of “CR” until everything is completed and turned in. Failure to complete the process will result in an F grade.

**Albers Faculty Sponsors**

Niranjan Chipalkatti, for Accounting (296.5815; chipalka@seattleu.edu)

Bridget Hiedemann, for Economics (296.2803; BGH@seattleu.edu)

Nathan Colaner, for Business Analytics (296.5628; colanern@seattleu.edu)  
 Cathy Cao, for Finance (296.5712; caoc@seattleu.edu)

Rubina Mahsud, for International Business (296.6000; mahsudru@seattleu.edu)

Jeffery Smith, for Management (296.5714; smitjeff@seattleu.edu)

Matt Isaac, for Marketing (296.5738; isaacm@seattleu.edu)

Liesl Bohan, for Bridge MBA (296.5799; bohanl@seattleu.edu)

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**Albers Internship for Credit  
Timesheet**

Please submit to Albers Placement Center, Pigott 331 or apc@seattleu.edu

Intern’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company / Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of supervised work related to learning objectives:

**Dates** **Hours**

Week 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 9 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week 10 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total hours** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature Date

*Note: Timesheet may be in any format, as long as the Supervisor signs it.*

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**Albers Internship for Credit  
Supervisor Evaluation**

*Please submit to Albers Placement Center (see info below) at the end of the internship*

Intern’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Supervisor’s Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appraisal of intern’s skill and progress:

*(Suggested areas of appraisal are: 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).*

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Supervisor’s signature \* Date

Please return to: Albers Placement Center Phone: 206.296.5687

Seattle University E-mail: apc@seattleu.edu

901 – 12th Ave, Pigott 331

Seattle, WA 98122

*\*Please feel free to use your company’s letterhead instead, or send us an email. An email sent to us from a supervisor’s email address will be considered a sufficient signature.*

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**Albers Internship for Credit  
Intern Evaluation**

*Please submit to Albers Placement Center, Pigott 331 or apc@seattleu.edu*

Intern Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quarter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How did the internship meet your expectations?
2. In what areas did the internship not meet your expectations?
3. Outline the main areas of learning you experienced.
4. What are your suggestions for improving the internship experience for future participants?