

INTERNSHIP GUIDELINES

College of Business

Louisiana Tech University

The University supports an experiential education program for undergraduate students featuring strong interaction with business and government as an opportunity to integrate the theoretical principles studied in the classroom with the practical knowledge gained from on-the-job performance. In implementing this objective, each discipline in the College has an internship course(s) that students may apply as credit toward their academic degrees. The internship must be relevant to the student's academic program; add to the student's knowledge, skills, or experience; and offer an educational opportunity not found in traditional course work.

Policies

- 1) To register for an internship course (e.g., ACCT 401: Internship in Accounting I or ACCT 402: Internship in Accounting II), a student should contact the director of the Business Internship Program prior to early advising to secure permission for enrolling in the internship course and to discuss course requirements. The director of the Business Internship Program will work in coordination with the department head/director in the student's academic major.
- 2) A student registering for internship credit must meet the following criteria:
 - a) The student must be pursuing a major in a business degree and be admitted to the College.
 - b) The student should have completed most of the business core courses or have senior level standing.
 - c) The student must be in good standing with the university (have a 2.0 cumulative GPA).
- 3) Generally, an internship will translate into three semester hours of credit (401 course). A student may be allowed to register for six hours of credit (401 and 402) if, in the judgment of the department head/director or designated instructor, the experience justifies the additional academic credit. However, **only three credit hours can apply to the degree program as a Business Elective**. The internship may not be used as a **specific degree elective** (i.e. finance elective, economics elective, etc.)
- 4) To earn three hours of internship credit, the student must serve with the sponsoring firm/organization for a minimum of 150 hours during the quarter. To earn six hours of internship credit, the student must serve with the sponsoring firm/organization for a minimum of 300 hours during the quarter.
- 5) The internship experience should involve a project or specific job responsibilities that have clearly definable educational objectives. These objectives and responsibilities must be documented and presented to the appropriate department head/director or designated instructor prior to registering for the internship.

- 6) Students are responsible for finding and securing their own internships. However, the director of the Business Internship Program and each department may have a list of firms/organizations desiring to sponsor student interns. Compensation, if any, should be negotiated between the student and firm/organization. Students are not allowed to pursue an internship under the direction of a relative or with a firm owned by a close relative.
- 7) A written report of the internship experience must be submitted at the end of the quarter. In addition, the firm/organization supervisor will be required to complete an evaluation form assessing the student's performance. These documents will be used to assign credit for the course (pass/fail).

APPLICATION FOR INTERNSHIP PROGRAM

College of Business
Louisiana Tech University

(please type)

NAME:	
ADDRESS:	
CITY, STATE, ZIP:	
PHONE:	
E-MAIL ADDRESS:	
CURRICULUM MAJOR:	
INTERNSHIP COURSE(S):	
COMPANY INFORMATION:	
Sponsoring Company Name:	
Supervisor (Point of Contact):	
Company Address:	
Business Phone:	
Business Fax:	
E-Mail Address:	
HOURS WORKED PER WEEK:	
TERM OF INTERNSHIP:	
Starting Date:	
Ending Date:	
APPROVAL:	
Director of Internship Program	Department Head (Student's Major Area)

STATEMENT OF WORK AND OBJECTIVES

(please type)

STUDENT NAME:	
COURSE:	
DESCRIBE THE WORK YOU WILL BE PERFORMING AND/OR SPECIFIC JOB FUNCTIONS:	

STATEMENT OF WORK AND OBJECTIVES

(please type)

STUDENT NAME:	
COURSE:	
EDUCATIONAL OBJECTIVES OF THE INTERNSHIP (e.g., Knowledge or Experience Gained):	

Student Intern (Signature) I have read and understand the Internship Guidelines

Internship Supervisor at Company
or Business (Signature)

Academic Dept. Head/Director (Signature)