DALTON STATE COLLEGE

SCHOOL OF BUSINESS INTERNSHIP

STUDENT PACKET

Last revision: 1/18/2012
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INTRODUCTION

What is an Internship?
- An internship is a work-related learning experience that is tied to a student’s career goals and curriculum.
- Internships are available throughout the year.
- Internship program opportunities are available in private corporations, small businesses, government and local government offices, and nonprofit organizations.
- Internships can be paid or unpaid positions and sometimes include academic credit. Generally 120 hours of onsite internship experience translates to three (3) hours of academic credit.
- At Dalton State, business students are permitted to apply one internship experience (3 credit hours) toward their degree program. Additional internship credits may be earned with approval of the Internship Faculty Advisor.

Benefits for a student:
- Helps determine whether the student's selected field of study is appropriate.
- Allows a student to apply knowledge and learn workplace skills needed for a career in his/her chosen field.
- Enables the student to develop a network of professional contacts for future job opportunities and references.
- Provides a student with assistance when transitioning into a full-time job.

Student Qualifications:
Students meeting the following requirements may be eligible to participate in an internship for academic credit.
- Enrollment in any of the School of Business Bachelor degrees: Accounting, Marketing, Management, MIS, and Operations Management.
- Upper division approval.
- Cumulative GPA of at least 2.5.
- Nine (9) credit hours in upper division business-related courses of which three (3) must be in internship field.
- Approval of the Internship Faculty Advisor.

School of Business students who do not meet the requirements for a for-credit internship may be eligible to take a non-academic credit internship with approval of the Internship Faculty Advisor.

How to participate:
Contact the Internship Coordinator (706) 272-4508 or (businessinaction@daltonstate.edu) to arrange an appointment or request additional information online by clicking the "Ready for an Internship?" link at http://www.daltonstate.edu/business/internships/stu/contact.html.

If you are eligible to participate in the internship program, the Internship Coordinator will help you locate potential internship opportunities and approve access to online internship job postings, and you will have access to an online database of internship job opportunities, be able to post your
resume online for potential employers to review. In many cases you will be able to apply immediately online for available job opportunities.

If you are hired by a participating employer, you MUST contact the Internship Faculty Advisor to obtain a course syllabus BEFORE the start of the academic internship.

Available Internship Courses:

**BUSINESS IN ACTION INTERNSHIPS**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Type of Credit</th>
<th>Max. Credits</th>
<th>Min. GPA</th>
<th>Pre-requisites (1)</th>
<th>Pre-requisites (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 4900</td>
<td>Business Elective</td>
<td>3</td>
<td>2.5</td>
<td>9 credits (1)</td>
<td>3 credits in ACCT (2)</td>
</tr>
<tr>
<td>MARK 4900</td>
<td>Business Elective</td>
<td>3</td>
<td>2.5</td>
<td>9 credits (1)</td>
<td>3 credits in MARK (2)</td>
</tr>
<tr>
<td>MGIS 4900</td>
<td>Business Elective</td>
<td>3</td>
<td>2.5</td>
<td>9 credits (1)</td>
<td>3 credits in MGIS (2)</td>
</tr>
<tr>
<td>MNGT 4900</td>
<td>Business Elective</td>
<td>3</td>
<td>2.5</td>
<td>9 credits (1)</td>
<td>3 credits in MNGT (2)</td>
</tr>
<tr>
<td>OPMT 4900</td>
<td>Business Elective</td>
<td>3</td>
<td>2.5</td>
<td>9 credits (1)</td>
<td>3 credits in OPMT (2)</td>
</tr>
<tr>
<td>BUSA 3700</td>
<td>None</td>
<td>0</td>
<td>2.5</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Notes:

(1) Students must have at least 9 credits of upper division coursework in Accounting (ACCT), Marketing (MARK), Management IS (MGIS), Management (MNGT), or Ops. Mgmt (OPMT).

(2) Of the 9 credit hours, students must have at least 3 credit hours in selected area of internship.

(3) Internship must be approved by the Internship Faculty Advisor. GPA must be earned at DSC.

Students must register and pay for the internship credits or fees.

Application Deadlines
Interested students must submit a completed Student Internship Application form and a resume to the Internship Coordinator by the following dates:

- **Summer** Semester: April 15
- **Fall** Semester: June 15
- **Spring** Semester: October 31

Registration and payment of internship courses
Students with approved internships must register no later than the regular registration dates set by the Office of Enrollment Services. Payment for the internship courses must be done in accordance with the tuition payment schedules set by the Business Office (Fiscal Affairs). Please check your DSConnect account to verify the registration and payment dates for the upcoming semesters.
ACADEMIC INTERNSHIP ROLES AND RESPONSIBILITIES

The participants of the Business in Action internship program are: the student (intern), the employer, the site supervisor, the Internship Coordinator, the Internship Faculty Advisor, the Business Communication Faculty Advisor, and other School of Business faculty. The value a student and an employer receive from the internship depends upon an effective coordination among all participants. The roles of the participants are:

Students should review the roles of all participants before applying for an internship. The roles of the participants are as follows:

**Student**
- Meet with the Internship Coordinator to learn more about the internship program.
- Register with DSCareer Connect online and identify internship opportunities.
- Submit an internship application and a resume to the Internship Coordinator.
- Have the internship coordinator determine your eligibility for the internship program.
- Post your resume in DSCareer Connect online once the resume has been approved by the Business Communication Faculty Advisor.
- Secure internship commitment from employer for at least 120 hours.
- Register for the approved internship course with the Internship Coordinator and pay the registration fees.
- Provide Internship Faculty Advisor with completed Goals and Expectations Form.
- Obtain additional academic work requirements related to internship experience including course syllabus from Internship Faculty Advisor.
- Sign the course syllabus agreement, which outlines the expectations of the on-site experience and any additional academic work, and sign the student agreement form.

**Employer**
- Meet with the Internship Coordinator to learn more about the internship program.
- Identify internship opportunities that might be used for academic credit.
- Contact the Internship Coordinator and have him determine the eligibility of the opportunity for the internship program.
- Submit the Internship Application form to the Internship Coordinator once the internship has been approved.
- Submit the description of the internship position including qualifications, flexibility, description, duties, work schedule, duration, and compensation if applicable.
- Select the student intern from the pool of eligible candidates submitted by the Internship Coordinator.
- Sign and complete Goals and Expectations form with the selected intern.
- Assign a site supervisor.
- Allow your site-supervisor to attend the student’s end-of-term presentation about his/her internship experience.

**Site Supervisor**
- Set goals and expectations for the internship experience.
• Provide evaluation of student performance at the end of the internship.
• Provide supervision, guidance, and feedback to the intern.
• Report any concerns to the Internship Coordinator.
• Help the intern understand the company’s operations, policies, and codes of conduct.
• Suggest books/articles/videos that will enhance the student’s learning experience.

**Internship Coordinator**
• Provide information about the internship program.
• Help students and employers with the internship approval process.
• Help students with the internship search process.
• Determine the student’s eligibility to participate in the program.
• Determine if an employer’s internship offer is eligible for the internship program.
• Communicate internship opportunities to eligible School of Business students.
• Post approved internship opportunities in DSCareer Connect.
• Allow eligible students to view School of Business internship opportunities through DSCareer Connect.
• Select pool of eligible candidates that have been recommended by the faculty.
• Present pool of eligible candidates to the employer for the selection of the intern.

**Internship Faculty Advisor**
• Ensure that the internship experience qualifies for academic credit.
• Approve not-for-credit internship experiences.
• Provide syllabus for an approved academic internship.
• Inform students of the academic component of the internship.
• Track student progress throughout the internship.
• Contact on-site supervisor to discuss performance expectations and evaluation procedures.
• Establish relationships with employers and potential employers.
• Coordinate necessary academic work throughout the internship period.
• Evaluate portfolios, presentations, projects, and the employer evaluation of the interns.
• Assign and post final grades.

**Business Communication Faculty Advisor**
• Help the student create/modify a resume that properly represents his/her academic work and any work experience.

**Student’s Academic Advisor**
• Help the advisee find internship opportunities that meet the requirements of the School of Business and meet the student’s personal and career goals.
• Recommend eligible advisees for available internship positions.

**Other School of Business Faculty**
• Provide and perform evaluation of academic material to be used in conjunction with the internship that requires specific knowledge of a particular field of study (i.e. Marketing, Management, MIS, etc.)
• Recommend eligible students for available internship positions.
# STUDENT INTERNSHIP APPLICATION FORM

<table>
<thead>
<tr>
<th>Student Name: ____________________________</th>
<th>DSC ID: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major: ____________________________</td>
<td>Status: □ Senior □ Junior □ Sophomore</td>
</tr>
<tr>
<td>Address: ____________________________</td>
<td>City________ State ____ ZIP ______</td>
</tr>
<tr>
<td>E-mail:_____________________</td>
<td>Home Phone: (     ) ___________ Cell Phone (    ) ___________</td>
</tr>
<tr>
<td>Term of Application: ___________ Year __________ GPA: ______________</td>
<td></td>
</tr>
<tr>
<td>Internship for which you are applying: ____________________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Are you admitted to upper division? ________ Academic Advisor: ____________________________</td>
<td></td>
</tr>
<tr>
<td>List courses completed in upper division level: ____________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>)[i]Student’s Signature: ____________________________ Date: ____________________________</td>
<td></td>
</tr>
</tbody>
</table>

By signing, I understand that academic internships must be approved by the School of Business BEFORE I start an internship, and that I understand my roles and responsibilities included in this packet. As a student, I understand that I represent DSC and, as such, I will make every effort to meet the standards set forth by DSC and the employer.

For Official Use Only:

THIS STUDENT IS □ ELIGIBLE / □ NOT ELIGIBLE TO PARTICIPATE IN THE INTERNSHIP PROGRAM

Internship Coordinator/Internship Faculty Advisor Date

Please attach your resume when submitting this form to the Internship Coordinator.

Return Form to: Eunice Cooper, Internship Coordinator,
School of Business, Dalton State College, 650 College Dr., Dalton, GA 30720;
E-mail: businessinaction@daltonstate.edu, or Fax: (706) 272-4525
STUDENT GOALS AND EXPECTATIONS FORM

(*)Student provides this form to the employer, jointly completes the form with the employer, and returns the completed form to the Internship Coordinator.

Term: _______ Course: ___________________________ CRN: ______ Number of Credits: ___
Internship Title: ____________________ Start Date: ___________ End Date: __________

Part I: Employer Suggested Readings to Familiarize Intern with Industry:
______________________________________________________________________________

Part II: Employer Goals and Performance Expectations:
________________________________________________________________________________
________________________________________
________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Part III. Employer Method of Evaluation and Date of Final Evaluation:
________________________________________________________________________________

STUDENT(*):
Name: ________________________________________ E-mail: __________________________
Address: _____________________________________ Phone: _________________________
Signature: ______________________________________

EMPLOYER
Name: ________________________________________
Supervisor: __________________________
Phone: __________________________
E-mail: __________________________

INTERNERSHIP FACULTY ADVISOR
Name: ________________________________________
Title: __________________________
Phone: __________________________
E-mail: __________________________

Return Form to: Eunice Cooper, Internship Coordinator.
School of Business, Dalton State College, 650 College Dr., Dalton, GA 30720;
E-mail: businessinaction@daltonstate.edu, or Fax: (706) 272-4525
STUDENT AGREEMENT FORM

The School of Business internship program at Dalton State College is an academic program designed to prepare participating students through hands-on experience in business. Participating students may be eligible to receive academic credits in the areas of Accounting, Management, Management Information Systems, Marketing, and Operations Management.

As a participant of the internship program, I agree to abide by the academic regulations and the codes of conduct established by Dalton State College, and I agree to comply with the following student obligations:

1. I will meet with my academic advisor to discuss an internship experience that best suits my academic, professional and personal needs.
2. I will conduct myself in a professional manner in all correspondence with prospective employers and with Dalton State College faculty and staff that will be responsible for administering the internship program.
3. I agree to carefully consider all offers before accepting an internship position. Once I have accepted an offer, I am obliged to honor my acceptance.
4. I will inform the Internship Coordinator of my current address and phone number.
5. I will use my DSConnect E-mail to communicate with Dalton State College faculty and staff while participating in the internship program. I agree to access my DSConnect E-mail account on a regular basis, at least once every other day, while participating in the internship program.
6. If I am an international student, I will discuss with the Designated School Official for International Students, Pat Kresl, employment and enrollment requirements.
7. If I plan to graduate the semester I am interning, I must turn in all required assignments by the deadline for graduating students. Failure to meet this requirement will result in failure to graduate on time.

I understand that failure to meet these guidelines may result in program expulsion or an academic hold being placed on my Dalton State College record.

Name: _____________________________              Date: _______________________________
Signature: ________________________

Please attach this form to your Application form and submit the complete forms to the Internship Coordinator.

Return Form to: Eunice Cooper, Internship Coordinator.
School of Business, Dalton State College, 650 College Dr., Dalton, GA 30720;
E-mail: businessinaction@daltonstate.edu, or Fax: (706) 272-4525
STUDENT EVALUATION OF THE INTERNSHIP FORM

Student Name: _________________________   DSC ID: ______________   Term: ____________
Employer: _____________________________ Supervisor: _____________________________

**Instructions:** The purpose of these evaluations is for you to provide a fair and honest evaluation of your internship experience. Your feedback will help us implement improvements to the internship program. Please use the following rating scale when evaluating your internship experience:

- 5 Excellent Exceeded Expectations
- 4 Good Met expectations
- 3 Average Sometimes met expectations
- 2 Below Average Rarely met expectations
- 1 Poor Did not meet expectations
- N/A Not applicable

<table>
<thead>
<tr>
<th>A. Evaluation of Dalton State’s Role in Internship</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maintained organizational and academic culture</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>2. Maintained information about the internship program</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>3. Offered guidance/help through the application process</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Employer Internship Program</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maintained an effective organizational culture/learning environment</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>2. Maintained a professional and cooperative working environment</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>3. Established and communicated clear goals and expectations</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. The Internship Supervisor</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provided levels of responsibility consistent with my ability</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>2. Provided challenging work assignments</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>3. Offered consistent, constructive feedback on performance and progress</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>4. Attempted to make the internship a meaningful experience</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. The Site Internship Experience</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Use knowledge/skills learned at school</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>2. Develop my human relations</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>3. Develop my communication skills</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>4. Use and apply my creativity</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>5. Develop my critical thinking/problem-solving skills</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>6. Show and apply my initiative</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Overall Experience</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The whole internship experience was</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

**Recommendations:**

Would you work for this supervisor again?  ____ Yes  ____ No  ____ Uncertain
Would you work for this employer again?  ____ Yes  ____ No  ____ Uncertain
Would you recommend this employer to a friend?  ____ Yes  ____ No  ____ Uncertain

Please include any additional comments/feedback you may have about your internship experience.

Student Signature ___________________________   Date: ___________________________

**Return Form to:** Eunice Cooper, Internship Coordinator.

School of Business, Dalton State College, 650 College Dr., Dalton, GA 30720;
E-mail: businessinaction@daltonstate.edu, or Fax: (706) 272-4525
SAMPLE SYLLABUS

DALTON STATE COLLEGE
INTERNSHIP SYLLABUS
ACCT/MARK/MGIS/MNGT/OPMT 4900

Instructor: Dr. Robert Culp
Office: 206 Gignilliat Memorial Hall
Office hours: by appointment

Telephone: 706-272-4576
email: rculp@daltonstate.edu

Course Description:

ACCT/MARK/MGIS/MNGT/OPMT 4900 provides students with on-site work experience and coordinated academic experience through internships with participating employer.

Course Materials:

Faculty member responsible for the student’s field of study (e.g. Accounting, Marketing, Management Information Systems, etc.) may assign a book or selection of readings. The selection of these materials may be coordinated with the participating employer.

Learning Objectives:

The student should gain valuable on-site work experience applying classroom knowledge on the job. The student should gain insight into the interpersonal relationships in the workplace and develop professional interaction skills. Additionally, students should obtain knowledge of how companies in their internship’s industry function and issues specific to that industry and the intern’s company.

Prerequisites:

Students must have been admitted to upper division, have taken 9 or more hours of upper division coursework of which 3 must be in the major, have a GPA of 2.5 or higher, and an approved internship opportunity.

Students are required to have created a resume and have resume approved by a Business Communications faculty member. Students must participate in the internship according to the guidelines furnished by the supervising company in the Goals and Expectations Form. Internships must be approved by the Internship Faculty Advisor and the internship coordinator. Students must fulfill the minimum 120 hours of work experience in order to receive credit for this course. Internship positions may be paid or non-paid, full-time or part time, however, students must complete the internship during one academic semester.
Course Policies:

Interns will have the opportunity to gain valuable work experience with companies in their chosen field. Submission of course assignments is required for credit. Students are required to attend any orientation meetings as specified by the Internship Faculty Advisor and attendance requirements as specified by your on-site supervisor. Students are expected to maintain regular and punctual attendance at the internship. Remember, the student intern is representing Dalton State College in the business community.

Course Requirements:

The student’s internship grade will be assessed based upon four criteria: Portfolio, project, end of internship presentation, and supervisor’s evaluation. These are weighted as:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio</td>
<td>30%</td>
</tr>
<tr>
<td>Project</td>
<td>15%</td>
</tr>
<tr>
<td>Presentation</td>
<td>20%</td>
</tr>
<tr>
<td>Supervisor’s evaluation</td>
<td>25%</td>
</tr>
<tr>
<td>Attendance</td>
<td>10%</td>
</tr>
</tbody>
</table>

The portfolio and project provide a comprehensive record of your experience and academic examination of the professional field as it relates to the internship company. The portfolio and project will be graded on content, organization, and clarity. Questions of an academic nature (e.g., topics for project, concerns about grades, specific questions regarding portfolio entries) are best addressed by the Internship Faculty Advisor. Questions regarding interpretation of project and field specific questions should be addressed to the faculty member associated with your field of study. Any other question regarding anything that happens at work should be addressed with the Internship Coordinator.

The Portfolio (30%)

The portfolio is a record of your activities at work. This portfolio should contain informed observation and analysis of the workplace. These activities are important to gaining an understanding of the business, the student’s function in the company’s organization, and will help the student prepare for their final presentation of their experiences.

The Portfolio must analyze the internship experience. It should contextualize observations about the workings and structure of the internship company, and demonstrate a thorough understanding of the company’s industry and the company. Students should describe their work assignments, duties, and how your duties help facilitate the company’s operation. Students are expected to read company literature, discuss the company and industry function with colleagues, and gain an understanding of the issues facing the industry. Samples of company literature, articles regarding the company or industry and samples of your own work in the internship should be included if possible. Each item should be identified, dated, and described. Students will be asked to submit their daily/weekly portfolio entries electronically on GeorgiaView. The daily/weekly entries will be graded as they...
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arrive. These submissions must also be printed and combined into a final portfolio containing all related documents. The final portfolio should also include a copy of the student’s PowerPoint Presentation. The quality of the final portfolio will be included as part of the presentation evaluation.

The first entry in the portfolio must be a description of the internship and how the internship will help you obtain your career goals. This first entry should describe:

- The industry in which your company operates and explains how your department/function is used by the company.
- The general management structure of the company and the role you and your supervisor serve in the company.
- What is the mission statement of the company? How does your department help serve this mission?
- What are your career goals and how will this internship help you achieve those goals?

Students must complete three pages (Times New Roman font, 12 point, double-spaced, 1” margins) of portfolio entries per 40 hours of work.

Final portfolios including your PowerPoint presentation and any supporting documents (company literature, articles regarding company, and samples of your work) are due two weeks before the date of the final presentation.

The Presentation (20%)

After the on-site work is completed, students will be expected to give a 10-12 minute final PowerPoint presentation on their experiences regarding the company and internship experience.

This final presentation will be given in front of other internship students and a panel of faculty judges. In this presentation students should:

- Provide company background and history.
- Demonstrate an understanding of the intern’s company’s industry and function.
- Describe the company’s industry and the company’s size and organization.

In addition, you should answer the following questions:
- What was your department’s function in the company?
- What did you accomplish during your internship?
- Did your internship help you achieve the goals you established that the beginning?
- What knowledge did you gain from experience?
- What classroom knowledge were you able to apply to the work experience? Explain.
- What are the challenges faced by companies in this industry? Your company?
- What did you perceive as the strengths and weaknesses of the organization?
The Project (15%)

The project is an academic report that should be related to your internship experience. This report will be based upon an assigned book or additional readings as determined by a faculty member in the field being studied taking into consideration any recommended readings by the internship company.

The additional academic assignment(s) (assigned book or readings) should relate to the industry in which you perform your internship and could contain:

- How well the academic assignment describes how the industry functions according to your colleagues;
- How the academic assignment provided insight into the functioning of the industry or company;
- How do your company’s methods fit with the methods described in the academic assignment; and
- Do issues raised in the academic assignment appear in your company’s industry or company?

The project is a report about the academic assignment and how the assignment applied to your internship experience. Whenever possible describe how the academic assignment is consistent with or different from your (or the company’s) experiences. Students should cite specific passages from the academic assignment to support their claims. The project should be a 5-7 page report (Times New Roman font, 12 point, double-spaced, 1” margins). The project report is due three weeks before the final presentation.

Work-Site Supervisor’s Evaluation (25%)

The work site supervisor will evaluate the quality of your day-to-day work performance. At the conclusion of the placement period, the work-site supervisor will complete the Final Evaluation Form and submit form DIRECTLY to the Internship Faculty Advisor. Students will be evaluated on a variety of criteria including:

- Demonstrated knowledge and understanding of industry;
- Demonstrated knowledge of department’s function and student’s role;
- Attendance and promptness;
- Performance on assigned tasks;
- Inter-personal skills;
- Enthusiasm and willingness to learn about firm and industry;
- Ability to complete assignments on-time;
- Professional conduct including dress, social norms, etc.;
- Attitude; and
- Ability to learn.
Attendance

Students will be evaluated on whether they attended required meetings, attended work regularly and promptly, and whether the student completed the required Student Evaluation of Employer Form with sufficient detail. Evaluation of Employer Form is due at the same time as portfolio—two weeks before final presentation.

Academic Integrity

Students are expected to maintain their academic integrity throughout their work experience—both in their academic work and their work performance. Unethical conduct, as determined by the Internship Faculty Advisor, or by the employer, or by industry professional organization will result in the awarding of an ‘F’ for the course and subject the student to additional sanctions by the college. It is the student’s responsibility to become aware of company, industry ethical standards or acceptable codes of conduct.

Plagiarism or quoting works without proper citation will result in an ‘F’ for the ENTIRE course and will subject the student to additional sanctions by the college.
INTERNSHIP FOR CREDIT

STUDENT PERFORMANCE AGREEMENT

I have read the above syllabus and agree to its terms and understand my responsibilities both at the on-site work experience and the academic expectations. I further understand that failing to abide by or perform course requirements could result in a reduction in grade or failure to receive academic credit. Additionally, the internship must be performed during the time period stipulated in the Goals and Expectations Form.

Student Name ________________________________ DSC ID _________________________

Term for which Student is Applying for Academic Credit ________________________

(Spring, Summer, Fall) (Year)

Student Signature ________________________________ Date ________________________

Please sign and return this form to the Internship Faculty Advisor.
ETHICS/CODE OF CONDUCT FOR INTERNS

Before Your First Day of Work:

- Make sure your employer has completed the Goals and Expectations Form.
- Determine the location of the business before your first day.
- Ask your supervisor about proper dress code (Business, Business Casual, Casual, etc).
- Ask the employer about what documents you will need to bring to work the first day: Driver’s license, Social Security card, Second form of ID, etc.
- Ask the employer the office/building to which you will report on your first day.
- Allow extra time for potential problems getting to work: Traffic jams, parking problems, etc.
- The employer may require you to take a drug screening, competency exam, or ethics exam.
- You may have access to a computer, phone, etc. Use them as directed and only for work.
- The employer should also give you a tour of the facility indicating locations that may be important for your job responsibilities, or employee areas such as a lunch room.
- Some of your first assignments may be very simple tasks. Companies like to familiarize you with the company and see how you perform on simple tasks before assigning you more complex tasks.
- Don’t be afraid to ask questions or ask for help. It is better to communicate with your supervisor in order to prevent problems before they occur. Problems that are found earlier are usually easier to solve.
- Do not ask your supervisor to answer every question you have as soon as they occur. Frequent interruptions can disrupt your supervisor’s work; so instead, accumulate questions to ask your supervisor to minimize your interruptions to his/her work.
- Keep track of your assignments and times of meetings.
- There may be some “lull” times in your work schedule. Do not be afraid to ask for additional work, or try to come up with projects of your own. These “lull” times might be the perfect time to have conversations with other employees about the nature of your company’s industry or to find out each person’s role in the company’s operations.

What Employers Expect from You as an Intern:

- Come to work every day and on-time.
- Have a POSITIVE attitude.
- Be eager to learn.
- Be eager to take on assignments.
- Be organized. Write down assignments and due dates.
- Be careful to make sure of the quality of your work.
- Be honest and dependable.
- Dress properly and take extra care with personal hygiene and grooming.
- Do not discuss your personal problems at work. It can hurt your image.
- Remember, you are also representing Dalton State College and your performance will also influence whether the next Dalton State College student receives an internship.
What If I am Having Problems with My Internship?
Occasionally, students have problems such as lack of work, assignments not matching the job description, conflicts with other employees, etc.

- Try to work out the problem on your own first. We will provide guidance and recommend several courses of action.
- We will not contact the company to have a conversation with the employer unless the student agrees to this course of action.
- Do not let a problem continue until the end of your internship. Make every effort to resolve the problem from the beginning.
- Follow any chain of command. If you have a problem with your supervisor, do NOT go to his/her boss to complain. Discuss your problem directly with your supervisor first.

Sexual Harassment
As an intern you are entitled to an environment free of harassment. Sexual harassment may occur between individuals of different status or authority in the organization or between peers. Since your supervisor serves to evaluate your job performance, romantic/sexual relationships with your supervisor are not allowed. If they occur, it will result in loss of course credit.

Sexual Harassment has been defined by the U.S. Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is a condition for employment or academic advancement,
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting an individual; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an offensive, hostile, or intimidating working or learning environment.
CONTACT INFORMATION

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