



DILLARD COLLEGE OF Business Administration

B.B.A. or M.B.A. ACADEMIC INTERNSHIP PROGRAM

Information, Responsibilities Checklist

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Student Name:	Major/Minor/Concentration:	Mustang ID:
Student Phone:	Email:	Course Subject/Number*:
Student Classification:	Student GPA:	Semester/Year:
Employer/Internship Sponsor:	Internship Location:	If International Student, Country of Origin:

*Course Credit Sought: **BBA:** ACCT 4893, 4892 or 4891 · BUAD 4893, 4892 or 4891 · ECON 4893, 4892 or 4891 · FINC 4893, 4892 or 4891 · LSBA 4893, 4892 or 4891 · MGMT 4893, 4892 or 4891 · MIS 4893, 4892 or 4891 · MKTG 4893, 4892 or 4891
MBA: ACCT 5893 · BUAD 5893

IMPORTANT INFORMATION:

- Students may disregard this process if not seeking academic credit for the internship.
- Students may apply for internships with businesses or organizations representing a wide array of industries as long as the work experience is tied to the student’s field of study within the Dillard College of Business Administration. (See Nature of Qualifying Work below.)
- Students work with a practitioner in a business or organization in which they have been accepted.
- The program is a collaboration of the student, faculty advisor, and practitioner. These parties establish internship goals to integrate theory and classroom learning with real-world experience.
- The duration of the internship is one semester and can result in 3/2/or 1 hour of academic credit.
- For 3 credit hours, students are required to log a minimum of 150 hours on the jobsite and meet other course requirements. BBA students also have the option of 2 credit hours requiring 100 hours and 1 credit hour requiring 50 credit hours.
- Assurance of learning and analysis of the process are facilitated through evaluations submitted by the student, faculty advisor, and business practitioner.

ELIGIBILITY

Classification: **Juniors (60+ hours), Seniors (90+ hours), or MBA** GPA Requirement: ≥2.5 (BBA), ≥3.0 (MBA)

GUIDELINES FOR ACADEMIC CREDIT *Grades are not awarded. Student receives CR (credit) or NC (no credit).*

NATURE OF QUALIFYING WORK: The internship experience must be related to the student’s area of study at Dillard College of Business Administration. Moreover, the work experience shall be equivalent to the type(s) of entry-level or professional work relevant to a Midwestern State University graduate. There is a presumption that the student will have completed a sufficient amount of upper level business program coursework upon which the internship is based.

SUPERVISION: The on-site work of the intern shall be supervised by a worksite professional. The level of supervision should correlate to the nature of the work and the experience of the intern.

TIMING: Steps 1-8 on the checklist should be completed prior to the first day of registration for the semester completing the internship. Retroactive approval or credit for previous work experience will **not** be granted. All arrangements must be finalized prior to the start of the internship. The student must register for the internship course in the term in which the internship experience actually occurs. In the summer, students typically register for Summer II but may begin the internship as soon as the spring semester ends.

Pre-Internship Checklist	Explanation	Initials Required	
1. Read and complete all information on the opposite page.	Review Important Internship Program Information, Eligibility, and Guidelines for Academic Credit.	Student	
2. Obtain your advisor's approval.	Faculty Advisor or Academic Counselor verifies that the course will be counted on your degree plan.	Advisor	
3. Create a Handshake student account and/or update with current data.	Go to Mustangs Hire website to create account. Once you have created your account, you may need the Handshake website to log in.	Internship Coordinator	
4. Schedule an Internship Appointment w/DCOBA Internship Coordinator.	Navigate website It is best to do this in February for Summer and Fall internships and September for Spring internships	Internship Coordinator	
5. Connect with Career Management Center (CMC) for cover letter, resume, and reference page reviews.	Call 940-397-4473 to make an appointment or email them the documents at cmc@msutexas.edu . Be sure to tell them you are a DCOBA Intern candidate.	CMC Staff	
6. Make revisions after CMC edits and upload polished cover letter, resume, and references to your Handshake account.	Label should follow this format to indicate you are a DCOBA Intern candidate: [First & Last Name] DCOBA Internship, [Cover Letter, Resume, and References] . Internship Coordinator will approve and make active or will make suggestions and require a revised upload.	n/a	
7. Obtain GEO approval (if international student)	If you are an international student contact the Global Education Office for the proper forms and preapproval. If you are not, disregard this requirement.	Student	
8. Browse and utilize CMC Resources at Career Management website	You are signing that you have gone to the CMC website and checked out the various career resources like Glass Door, Vault, etc.	Student	
9. Participate in a face-to-face or on-line Mock Interview with the CMC.	Mock interview should be before your actual interview. If you already have the job, the mock interview isn't required for an internship; however, the interview is still required for the Professional Selling class and is recommended for all students.	CMC Staff	
10. Apply for Internship.		n/a	
11. Interview for Internship.		n/a	
12. Be sure that position has been approved.	If job is not already approved in Handshake, help internship employer/supervisor create Handshake posting or submit appropriate documentation to Internship Coordinator for professor approval.	Internship Coordinator	
13. Turn in this document to Internship Coordinator.	Be sure student info is complete. Drop off at Academic Advising Center prior to Orientation. Alternately, scan and email Kathy McGowan	n/a	
14. Attend Orientation with Internship Coordinator.	May, August, or December (exact dates TBD)	n/a	
15. Register for course.	Faculty Secretary or Internship Coordinator will provide approval code after steps 1-12 are complete.	n/a	

Please contact DCOBA Internship Coordinator with questions or concerns:
Kathy McGowan ~ kathy.mcgowan@msutexas.edu ~ 940-397-4002