B.B.A. ACADEMIC INTERNSHIP PROGRAM
Information, Responsibilities & Timeline
DCOBAInternship@mwsu.edu ● (940) 397-4668

STUDENT INFORMATION
Print Name: ___________________________ Signature: ___________________________ Date: _____________
Email: _______________________________ Phone: ___________________________ GPA: _______________________
International Student: Yes____ No_____ Country of Origin: ___________________________ M#: _____________
Major: ACCT  ECON  ENTR (minor only)  FINC  GBUS  MGMT  MIS  MKTG  (circle all applicable)
Other Major: ___________ Other Minor: ___________ Concentration: Pre-Law  (circle if applicable)
Classification: FR  SOPH  JR  SR  2ND-Bac  Post-Bac  (Circle One)  Expected Graduation Date: _____________
Internship/Semester Term: Spring  Summer  Fall  (Circle One)  Year: _____________
Internship Course: ACCT 4893 BUAD 4893 ECON 4893 FINC 4893 LSBA 4893
                   MGMT 4893 MIS 4893 MKTG 4893 (Circle One)

INTERNSHIP PROGRAM INFORMATION
The Dillard College of Business Academic Internship Program provides undergraduate students the outstanding
opportunity to experience their chosen career field while enrolled in their academic program. The program helps students
apply their scholarship knowledge, gain relevant business experiences, build their professional resumes and develop
important professional networks. Students may apply for internships with businesses representing a wide array of
industries. Students work with a practitioner in a firm in which they have been accepted. The Internship Program is a
partnership among the student, faculty advisor, and business practitioner that collaborates on goals so the internship will
integrate theory with experiences of the real world. The duration of the internship is one semester and can result in three
hours of academic credit. Students are required to log a minimum of 150 hours on the jobsite along with meeting all other
course requirements. Assurance of learning is facilitated through evaluations submitted by the student, faculty advisor,
and business practitioner. Through an analysis of evaluations and review of the overall internship process, the Dillard
College of Business Administration Academic Internship Program strives to assure a quality experience for all
participants. Additionally, internships provide a competitive edge in finding a job within a student’s chosen field and allow
for the opportunity to network with quality employers in the local community and beyond. Internships usually correspond to
the fall, spring and/or summer semester terms.

For more information please visit: http://www.mwsu.edu/academics/business/internships/index.

ELIGIBILITY
Classification: Juniors (60+ hours), Seniors (90+ hours)
GPA Requirement: 2.5+
Experience over the years has shown undergraduate students who participate in an academic internship program after
the conclusion of their junior year, have a better chance for a successful internship. This result is due primarily from the
student being more prepared academically and having the ability to apply scholarly knowledge obtained in the classroom in
a relevant business setting.

RESPONSIBILITIES & TIMELINE (completed steps must be initiated by indicated internship coordinator, career staff and/or internship faculty advisor)
PRE-ORIENTATION  (steps 1-14 must be completed prior to Orientation - please begin one semester prior to internship enrollment)

1. ______ Obtain upper-level faculty advisor approval to enroll in internship per respective semester of choice
2. ______ Successfully complete The Career Platform program by registering an account on
   http://elearning.thecareerplatform.com/mwsu/Account and print certificate of completion
3. ______ Create a www.MustangsHIRE.org student account  (if one hasn’t already been created) and update with current data
4. ______ Schedule Internship Appointment w/DCOBA Internship Coordinator at https://dcoba.acuityscheduling.com/
5. ______ Bring cover letter, resume and references for review and The Career Platform certificate to appointment
       **Effective July 2015: Two ‘no show’ appointments will forfeit an internship opportunity until following semester**
6. ______ Update cover letter, resume and references with suggestions from review
7. ______ Connect with the Career Management Center for mandatory internship cover letter, resume and reference
       reviews and critiques by calling (940) 397-4473 to make an appointment
8. ______ Make final cover letter, resume and references revisions
9. ______ Upload polished cover letter, resume and references to www.MustangsHIRE.org
   • Label documents accordingly to represent participation in DCOBA Internship
     - [First Name Last Name] DCOBA Internship Cover Letter’
     - [First Name Last Name] DCOBA Internship Resume’
     - [First Name Last Name] DCOBA Internship References’
     • Dillard College Internship Coordinator will approve and make ‘active’ DCOBA Internship cover letter, resume and references on www.MustangsHIRE.org
10. ____ Utilize http://access.vault.com/ for further consideration of rankings and reviews of companies, internships and schools

11. ____ Apply for a DCOBA internship position on www.MustangsHIRE.org (or complete step 12)

12. ____ Want to find an internship position on your own? Sure! It needs approval through www.MustangsHIRE.org. **Important** Posting Information for Employers on MustangsHIRE.org:
   - Employer registers account on www.MustangsHIRE.org → select ‘Employer Login’
   - *Job Title → Label as “DCOBA Internship Program - ______ Intern” (e.g. Accounting Intern, Marketing Intern, Information Systems Intern, etc.)
   - *Job Type → Internship
   - Duration → Temporary/Seasonal
   - Work Study Job? → No
   - All other portions of internship position posting are at employer’s preference.

13. ____ Schedule a Mock Interview with the Career Management Center before initial interview with employer

14. ____ Interview for Internship Position and report results to DCOBA Internship Coordinator within 72 hours **Effective July 2015: ‘one no show’ to employer interview is permanent exclusion from internship program**

Employer:_____________________________ Employer Location (address, city, state, zip):_____________________________

Supervisor Name & Title:_________________ Dept:_________________ Phone:_____________ Email:__________________

Internship Title:_______________________ Internship Dept:__________________

**ORIENTATION** (must bring this form to orientation)

15. ____ Attend Orientation Session with Internship Coordinator and Internship Faculty Advisor (discussion and review of the following items below):
   - Syllabus
   - Learning Objectives Agreement
   - Attendance at a Career Related Event (Must provide proof of attendance)
   - Activity Log Information
   - Final Report Coversheet
   - Evaluations Forms (employer, student, internship coordinator and faculty advisor)
   - Grade = Credit (C) or No Credit (NC)
   - CPT Form (international students seeking a paid internship)

NOTE: International students are responsible for obtaining necessary approvals and filing the appropriate visa paperwork to allow for participation in paid internships. These forms can be obtained from the Midwestern State University Office of International Services (940) 397-4568.

16. ____ Register for Internship Course (will receive ‘Dean Chair Approval’ hold override after Orientation attendance)
   - Complete ‘Advisor Approved Schedule’
   - Log on to Banner/WebWorld and register for course with designated CRN#
   - Or register for course with the MSU Office of the Registrar

**POST-ORIENTATION** (submit all documentation by due dates determined at Orientation)

17. ____ Submit completed and signed ‘CPT Form’ to Internship Faculty Advisor (ASAP for international students only)

18. ____ Complete ‘Learning Objectives Agreement Form’ with Employer (during 1st week of on-site internship experience)

19. ____ Submit completed and signed ‘Learning Objectives Agreement Form’ to Internship Faculty Advisor for approval

20. ____ Attendance at a Career Related Event
    (Must provide proof of attendance)

21. ____ Submit mid-term weekly ‘Activity Log Information’ to Internship Faculty Advisor

22. ____ Submit ‘Final Activity Log Information’ to Internship Faculty Advisor

23. ____ Submit ‘Final Report’ with Coversheet to Internship Faculty Advisor

24. ____ Submit ‘Evaluation Forms’ (employer and student) to Internship Faculty Advisor

25. ____ Receive letter grade of Credit (C) or No Credit (NC)

**GUIDELINES FOR ACADEMIC CREDIT**

**NATURE OF QUALIFYING WORK:** The internship experience must be related to the student’s major within the Dillard College of Business. 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 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:** 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.