

## Scheller College of Business

### Credit for Unpaid Internship MGT 2599 and MGT 4599 (Fr & So) (Jr & Sr)

CoB students with unpaid business internships are eligible to receive 1-3 credits, **on a pass/fail basis**, for recognition of their unpaid internship experiences. Multiple registrations for course allowed. **Only 3 credits of internship credit allowed towards CoB degree. Internship credit fulfills free elective credit. Student must be in good standing.** Institute limits total allowed pass/fail hours to 9, with restrictions; see General Catalog.

**Note:** - Please note that students are required to pay tuition for all unpaid internship credit.  
- Completed forms and internship letters must be submitted 2 weeks prior to the close of registration.

#### **Check List:**

1. Secure a faculty sponsor from the same discipline to oversee your internship credits.
2. With the faculty member, complete all sections of this form. Include a detailed description of your internship, including location, hours per week, start/end dates, and responsibilities.
3. With this completed form, submit to the Undergraduate Programs Office, CoB room 322, a signed official letter from the employer, on company letterhead, confirming the following:
  - Internship is unpaid
  - Internship start and end dates
  - Hours per week required
  - Detailed description of internship responsibilities
4. If course is approved, student will receive an approval email and a permit that will allow registration via OSCAR. It is the student's responsibility to enroll in the correct number of credits via OSCAR. The default for the course is one credit.
5. At the end of the semester the student must submit a reflective report to the sponsoring professor to receive the internship credit. Student must also submit a copy of this report to the Undergraduate Programs Office. Guidelines for the reflective report are on page three.

#### ***Student Information:***

Student Name: \_\_\_\_\_

Student GT ID Number: \_\_\_\_\_

Student GT email address: \_\_\_\_\_

Student phone number: \_\_\_\_\_

Current overall GPA: \_\_\_\_\_

Semester/Year to be taken: \_\_\_\_\_

**Department Use:** Approved: YES NO Staff Initials: \_\_\_\_\_

Approved Course Number & Section: \_\_\_\_\_ CRN: \_\_\_\_\_

Credit to be received (3 max.): (Please check one)

- 1 credit = 45 hours of interning
- 2 credits = 90 hours of interning
- 3 credits = 135 or more hours of interning

Level (circle one):                      Freshman      Sophomore      Junior      Senior

**Internship Information:**

Company/organization name: \_\_\_\_\_

Internship supervisor: \_\_\_\_\_

Supervisor contact email/phone: \_\_\_\_\_

**Sponsoring Professor: Your signature indicates that you will oversee the student finishing the reflective report outlined on page three.**

\_\_\_\_\_  
Faculty Name – Please Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
Administrative Director, CoB Undergraduate Programs – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Director, CoB Undergraduate Programs – Signature

\_\_\_\_\_  
Date

## GUIDELINES FOR THE INTERNSHIP REFLECTIVE REPORT

The purpose of this report is to have the student reflect on his/her internship experience and relate it to the student's major area of academic study. The following guiding questions should be used in preparing this report, although not every question needs to be addressed in the report. The student's report should be at least 1500 words (which is approximately five pages of double-spaced text). Two copies of the final report should be created, one for the sponsoring professor and one for the Undergraduate Programs Office, CoB room 322. The reports should be submitted no later than the beginning of finals week.

1. What was the most important experience you had during your internship? Why was it important to you?
2. How has the internship influenced your impression of your career choice?
3. How has the internship influenced choice of courses to take?
4. What person had the biggest impact on your learning during your internship? Why?
5. Describe the most significant ethical dilemma you encountered on the job (e.g. situation in which you had to define right and wrong conduct). How did you handle it?
6. Describe how the internship clarified, tested or enhanced each of the following skill areas:
  - a. Communication skills (written, oral and presentation)
  - b. Computer and information retrieval skills
  - c. Business specialization skills (such as marketing, finance, accounting, etc)
  - d. Teamwork and Leadership Skills
7. What new things did you learn during this internship?
8. Discuss aspects of the internship which related to topics covered in one or more courses you have taken.