

# MSBA Graduate Internship Proposal and Agreement

(for use starting Spring 2018)

This form should only be completed by students interested in completing an internship and earning academic credit, within the elective portion of the Suffolk MSBA program. Students must consult with the MSBA Advisor and International Student Services Offices (ISSO-international students only) for pre-approval(s). Students interested in completing a Healthcare (HLTH 885), Management (MGT 920), Marketing (MKT 920), or a Non-Profit (PAD 859) **DO NOT use this form.**

## To be completed by Student:

Student name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Email: \_\_\_\_\_@suffolk.edu Phone: \_\_\_\_\_

Title of Internship: \_\_\_\_\_

Semester: (circle one): Fall Spring Summer

Course: (select)  ISOM Level: (select)  920 Graduate

Credit Hours: (select)  3 cr. Student must complete a minimum of 135 hours over the semester or 1 day per week for 14 weeks

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Name of Corporate Internship Supervisor: \_\_\_\_\_

## Requirements:

- Familiarize yourself with the policies below and the internship for academic credit overview (pg. 2).
- Student is responsible for:
  1. Finding an internship
  2. Once the internship is secured, you must also find a full-time faculty advisor and corporate internship supervisor at the internship site
  3. Developing a robust proposal which includes: Corporate Internship supervisor and faculty advisor contact information; description of company; description of project including timeline, tasks, resources to be consulted, and expected outcomes (pg. 3 of this document).
  4. Preparing an interim report, **after seven weeks**, for the faculty advisor and corporate internship supervisor.
  5. Completing an end-of-the semester/summer session final project report and present to the faculty advisor and the corporate internship supervisor (may or may not include an oral presentation).
  6. Providing the corporate internship supervisor with an end of internship performance evaluation form and return to the faculty advisor and SBS Academic Dean's Office (pg. 4 and 5 of this document)
- Student will be registered for the internship course after he/she has received the required approval signatures listed below.

## Policies:

- Students must have completed (or waived) SBS 700 and be in good academic standing. **International students must also complete 2 semesters.**
- Only **full-time faculty** are allowed to supervise internships.
- Deadline: Internship proposal must be submitted to the SBS Academic Dean's Office **FIVE business days before the end of the add/drop period** for the semester you plan to complete it. If the Dean's Office denies the proposal *and sufficient time remains within the deadline window*, you may submit a revised proposal with faculty approval.
- If approved, students may take up to 2 internships toward the completion of their academic degree program.
- If an Incomplete grade is warranted at the end of the semester, the faculty advisor will enter an "IP" grade. Once the work is completed, submitted and graded, a change of grade form must be completed by the faculty advisor and submitted to the department chairperson and Dean for approval. If the internship is not completed and no new grade submitted within one year, the IP grade will convert to an "F".

## Required Approvals:

Faculty Advisor Signature: \_\_\_\_\_ Print Last name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approved Denied

Explanation if denied: \_\_\_\_\_



## **Suffolk MSBA: Internship for Academic Credit Overview**

Internships are intended to provide you with a valuable career-related experience for the edge needed in today's competitive marketplace. Internships provide hands-on experience-after you have completed SBS 700. You can receive 3 academic credits for the internship which would be applicable to the elective requirement portion of the MSBA.

### **Expectations for participants include:**

#### **Student**

- Refer to Requirements/Policies listed on page 1.
- Internship may be paid or unpaid.

#### **Corporate Internship Supervisor**

- Provide a graduate level learning opportunity of at least 135 hours over the semester or one day per week for fourteen weeks.
- Submit an evaluation of the intern's performance to the faculty advisor and SBS Academic Dean's Office at the end of the project/internship.

#### **Faculty Advisor**

- Oversee the development of and provide a summary of the approved internship project to the student intern and the corporate internship supervisor
- Match intern skills and interests with appropriate projects
- Consult with corporate internship supervisor at beginning, midpoint and end of project
- Review interim and final reports
- Provide a letter grade to the registrar's office incorporating performance evaluation from the company internship supervisor

**NOTE:** Internships for academic credit are generally unpaid and involve no future obligation from the company. In some cases, interns may receive a modest stipend.

If you are intending to seek an internship for academic credit you are strongly encouraged to attend the SBS EDGE Resume/Cover Letter Workshop in the semester prior to seeking an internship.

Each academic department, Suffolk's Career Development Center, and various internship related websites can be resources for assisting you in your internship search.



## Suffolk MSBA: Internship Proposal

1. Organization Name: \_\_\_\_\_  
Organization Address: \_\_\_\_\_
2. Corporate Internship supervisor contact information  
Supervisor's Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Tel: \_\_\_\_\_
3. Faculty Advisor contact information  
Faculty Advisor's Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Tel: \_\_\_\_\_
4. Description of company
5. Description of Project or Internship  
Timeline: \_\_\_\_\_  
Tasks/Responsibilities: \_\_\_\_\_  
Resources to be consulted: \_\_\_\_\_  
Expected outcome(s): \_\_\_\_\_



DATE: \_\_\_\_\_

**CORPORATE INTERNSHIP SUPERVISOR EVALUATION FORM**

To be returned to Faculty Supervisor and SBS Academic Dean's Office when completed

Student's Name and Internship Title: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

1. Briefly describe the responsibilities assigned to the student.

2. Please evaluate the student's performance in the following areas: (1=EXCELLENT ..... 5=POOR)

<b>Knowledge in Area of Responsibility</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Interest in Job and Eagerness to Learn</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Interpersonal Skills</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Initiative</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Dependability</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Thoroughness</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Flexibility</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

In answering the following questions, please be as specific as possible and include examples if applicable.

3. What are some of the personal and professional strengths that this person has displayed during this internship assignment?

4. What are some of the areas in which this person needs to develop (both personally and professionally) in order to make him/her a more desirable candidate for employment?

5. Using this person's preparedness as a guide, are there any specific skills or courses that you would like to see considered by our curriculum committee?

6. Other Comments:

Is this student continuing with your organization next semester? Yes\_\_\_ No\_\_\_

If yes, Part-Time\_\_\_ Full-Time\_\_\_

*We encourage both students and employers participating in Suffolk University's **MSBA** Internship Program to meet together to discuss job-related successes and concerns.*

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Signature of Supervisor

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Signature of Student