

## **INTERNSHIPS GUIDELINES**

### **Business Management Department**

Students may apply only for up to 8 credits from any internship, independent study, or teaching assistantship toward the major and any business department sponsored minor. **These credits may not fulfill the 300 level course requirement for the major.** Only full-time or tenure track faculty may serve as faculty sponsors for internships and independent studies.

**Internship Requirements:** In order to qualify for an internship, students must have: a) completed all prerequisite courses (Acct 201, Econ 221, Econ 222, Math 112 or 121); b) completed at least 2 core courses for the major; c) a 3.0 or better overall grade-point average, and d) submitted a 1 page proposal (in addition to the internship registration form) for the faculty advisor's approval to include: 1) learning objectives related to business, 2) check points for meeting those learning objectives, 3) evaluation criteria, and 4) reporting schedule. Requirements for completing an internship include a 5-20 page (depending upon the number of credits. See Table A) critical analysis paper of the internship that addresses the learning objectives listed in the proposal and that conforms to the standards and conventions of the discipline. Papers must be properly referenced throughout using MLA, APA, or Chicago style referencing and include a bibliography page.

Students may choose to participate in business internships locally or around the nation or globe. Students may also elect to participate in business related internships while on study abroad or with The Washington Center in Washington, DC. We strongly encourage students to engage in internships.

Steps toward completing an internship for Guilford College credit:

1. Find an appropriate internship. May use assistance of the Internship Coordinator in the Career and Community Learning.
2. Find a faculty sponsor
3. Submit a one-page proposal to your faculty sponsor as indicated above
4. Complete the Internship Registration Form and submit to the Registrar's Office
5. Meet with your faculty advisor and complete all requirements as indicated in your proposal