



## INTERNSHIP STUDENT MANUAL

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### COLLEGE OF BUSINESS PROGRAMS

If your program is not listed here, please contact your advisor for your internship information.

- Accountancy
- Business Administration
- Business Data Analytics
- Computer Information Systems
- Computer Information Technology
- Finance
- Human Resource Management
- Information Security and Intelligence
- Marketing
- Operations and Supply Management
- Public Relations
- Risk Management and Insurance



## Catalog Description

Internship experience with cooperating employer organizations in business, industry, government, and education. The internship experience is designed to be relevant to the student's academic pursuits, personal development, and professional preparation. The internship must last a minimum of 10 weeks. Each credit hour requires a minimum of 80 internship hours. A 3 credit internship requires a minimum of 240 internship hours over at least 10 weeks. Pre- Requisites: Completion of 60 semester hours and Department Approval. Typically Offered Fall, Spring, Summer.

## Course Description

Internships provide students with the opportunity to gain experience in workplace settings and to translate classroom learning into practice. The internship is typically a "work assignment", that is either paid or unpaid. Internship students do work that is similar, if not identical, to the kind of work that would be expected of an employee with a bachelor's degree. Doing analysis, recommending decisions, and communicating meaningful ideas should form the bulk of the work, although some low skill work (for example, data entry and making phone calls) can be a small part of the assignment. Ferris State University and the College of Business Internship Programs Office has adopted the internship definition recommended by the National Association of Colleges and Employers (NACE). Their criteria are as follows:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or do work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and/or education in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

## Internship Course

A College of Business internship requires a faculty member/department facilitator and an internship supervisor, both identified prior to the start of the internship. Similarly, the learning objectives, intern schedule, intern assignment(s), and academic assignments will be specified in advance. Students can intern at a variety of organizations including larger firms, startups, small business, and non-profit organizations.

## Prerequisites

Good academic standing (not on probation) with a minimum 2.0 GPA, and 60 credit hours. Some internships and/or employers may request a higher minimum GPA and the completion of specific curriculum as part of the application requirements.

## Internship Course Credit

A minimum of 80 hours of "on the clock time" over the course of the semester/per academic credit is required to receive academic credit. Most students will be taking a 3-credit course (240 intern hours per semester). There is a possible variable credit option for those in a major that does not require an internship for graduation as the internship course is variable from 1 - 9 credits. (80 -720 intern hours per semester)

## Internship Assignments

- Create and maintain a LinkedIn profile.
- Submit a minimum of 10 weekly reports with the required number of internship hours. Most internships will be 3 credits and require 240 internship hours.
- Submit a photo of you at your internship.
- Mid-Term Evaluation of Student Intern (completed by intern supervisor)
- Final Evaluation of Student Intern (completed by intern supervisor).
- Submit an updated resume.
- Submit a thank you letter or card.
- Submit a reflective internship essay.
- Submit a student end-of-term internship evaluation (completed by student)

## Learning Objectives

Students will learn through hands-on experience with an employer in the industry that they are interested in pursuing a career. Based on the internship description provided by the employer, specific learning outcomes are determined by the student and the faculty supervisor and will be related to students' individual field of study.

Students submit their four learning objectives on the internship approval form to be reviewed by program faculty.

## How do I Enroll in the Internship Course?

After you accept an internship, please submit the internship forms to enroll in the course. There are two forms to submit:

- 1) Internship Approval Form (completed by you)
- 2) Confirmation of Placement Form (completed by your internship host)

# FERRIS STATE UNIVERSITY

COLLEGE OF BUSINESS

## Internships

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Both forms can be found online: <https://www.ferris.edu/business/resources/internships/homepage.htm>

### How will I know if my internship has been approved?

You will be notified via email after your internship has been approved by faculty.

### Do I pay tuition for the internship course?

Yes, the internship is a course that you enroll in and pay for like any other course. The course is held online during your internship.

### What resources are available to help me find an internship?

Handshake is the online job system available to students and alumni. You can access Handshake through MyFSU or [ferris.joinhandshake.com](https://ferris.joinhandshake.com). Through Handshake, you can view and apply for jobs and internships. You can also find information about career events. If you make your Handshake profile public, employers can view your profile and contact you directly through Handshake.

The [Career Center](#) in the University Center has several resources available to students including document reviews, in-person or phone appointments, and practice interviews.

If you would like to meet to discuss your internship plans, please contact the Internship Director for the College of Business:

cobinterns@ferris.edu  
College of Business