



Mount Aloysius College

**Business Administration/Accounting/Health Care
Administration/Marketing
Internship Supervisor Handbook**

“We couldn’t do it without you!”

Mission Statement

At Mount Aloysius College our Business program is ranked in the top 35% in the United States. The academic study of Business at Mount Aloysius College integrates accounting, finance, management and marketing. The study of Business is exciting; it acknowledges the reality that instantaneous communication offers unlimited opportunity in global markets. Students benefit from an academic approach that encourages personal leadership development, written and oral communication skills, and analytical ability using cutting edge technology.

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The Business Administration internship at Mount Aloysius College is an exciting way for students to get on the job experiences and parallel it to their coursework. Experiences are designed to help students grasp the theory-to-application connection. The internship program is designed for students to apply theory to the “real world”. It is through the internship program that students come to realize professional skills, stature, and goals. The individual student will experience practical, hands-on involvement in the internship program. This handbook details the guidelines for successfully completing the internship process.

About Mount Aloysius College

The mission of Mount Aloysius College is to respond to individual and community needs with quality programs of education in the tradition of the Religious Sisters of Mercy. Each student is provided the opportunity to acquire knowledge and to develop values, attitudes, and competencies necessary for life-long learning within an environment that reflects a liberal arts orientation and a Catholic, Judeo-Christian heritage.

Mount Aloysius College has approximately 2,500 students (unduplicated head-count). 1,300 of these students are full-time, while 1,200 are either enrolled part-time as an undergraduate or graduate student, or in an off-campus program such as our Dubois Campus, online program or dual enrollment.

Building upon the Liberal Arts tradition, students will further develop a sense of curiosity and an inquiring disposition by employing a variety of learning styles and complex reasoning strategies to serve as a foundation to a commitment of lifelong learning.

Visit www.mtaloy.edu for more information.

Purpose of the Internship Supervisor Handbook

The Business Administration Internship Supervisor Handbook has been developed to provide specific details, requirements, and contracts for the internship experience. This handbook serves three purposes:

1. To provide the student, organization, and internship coordinator with specific details regarding policies, procedures and responsibilities of the student, organization, and internship coordinator
2. To promote communication and understanding between the participants of the internship program
3. To define the internship program through explanation of its goals, objectives, and procedures

Internship refers to a supervised educational work experience within an approved organization. The student, organization, and internship coordinator should recognize the relative importance of the internship experience in the student’s overall education.

Approved organizations are where the enrolled student engages in pre-professional leadership, supervision, and administrative experiences under the direction of qualified personnel.

Catalog Description

ACCT345

Professional accounting experience in the work place relevant to the student’s career interests. Emphasizes experiential learning and the integration of classroom study and work place practice. A minimum of 135 hours of on-site experience is required for 3 credits. Additional credits are dependent upon the number of hours to be worked and the nature of the work experience. Additional credits must be approved, in advance of registration, by the Department Chair. This course may be repeated for a maximum total of 12 credits within the degree. Prerequisites: Accounting major, sophomore standing, minimum of a 2.0 overall GPA, Faculty Internship Supervisor approval.

BUS345

Management-level experience in the work place relevant to the student's career interests. Emphasizes experiential learning and the integration of classroom study and work place practice. A minimum of 135 hours of on-site experience is required for 3 credits. Additional credits are dependent upon the number of hours to be worked and the nature of the work experience. Additional credits must be approved, in advance of registration, by the Department Chair. A maximum of six credits can be used for requirements in the major; the remaining credits can be used as free electives. This course may be repeated for a maximum total of 12 credits within the degree. Prerequisites: Business major, sophomore standing, minimum of a 2.0 cumulative GPA, Faculty Internship Supervisor approval.

HCA345

Professional health care experience in the work place relevant to the student's career interests. Emphasizes experiential learning and the integration of classroom study and work place practice. A minimum of 135 hours of on-site experience is required for 3 credits. Additional credits are dependent upon the number of hours to be worked and the nature of the work experience. Additional credits must be approved, in advance of registration, by the Department Chair. This course may be repeated for a maximum total of 12 credits within the degree. Prerequisites: Leadership in Health Care major, sophomore standing, minimum of a 2.0 overall GPA, Faculty Internship Supervisor approval.

MKTG345

Management-level experience in the work place relevant to the student's career interests. Emphasizes experiential learning and the integration of classroom study and work place practice. A minimum of 135 hours of on-site experience is required for 3 credits. Additional credits are dependent upon the number of hours to be worked and the nature of the work experience. Additional credits must be approved, in advance of registration, by the Department Chair. A maximum of six credits can be used for requirements in the major; the remaining credits can be used as free electives. This course may be repeated for a maximum total of 12 credits within the degree. Prerequisites: Business major, sophomore standing, minimum of a 2.0 cumulative GPA, Faculty Internship Supervisor approval.

Benefits of an Internship

- Gain further knowledge about a chosen industry or field
- Provide a transition from the college classroom to a professional career setting
- Acquire new skills and develop transferable skills for resume building and future employment
- Establish vital career networks and mentors
- Test the practical application of learned theories in a "real world" setting
- Opportunity to continually review knowledge, skills, and accomplishments of oneself

Objectives of the Internship

- Provide students the opportunity to integrate theory and practice in their professional education
- Provide students an opportunity to promote and broaden their philosophy and understandings of the profession
- Enable students to obtain information that can be used in making choices for future jobs
- Help students gain an appreciation of the role, duties, and responsibilities of a position
- Provide students with experiences that will enable them to develop good interpersonal skills

Course Objectives

- Analyze elements of the work experience and coursework
- Explain how the elements of the work experiences were made more meaningful by application of concepts learned in the curriculum

- Explain how coursework became more relevant when applied to the fieldwork environment
- Communicate, in a professional manner, the learning that resulted from the synthesis of coursework and fieldwork
- Gain insight into a possible career path of interest while learning about the industry in which the organization resides, organizational structure, and roles and responsibilities within that structure

Sponsoring an Internship

Consider the following if deciding to sponsor an internship:

- Provide a meaningful experience that helps students explore career choices
 - Have distinct goals, objectives, or projects for an intern. Will they be a part of a new project or conduct some type of research? Will they be participating in staff meetings?
- Intern Compensation
 - Most important compensation is the opportunity to learn real skills and contribute to the mission of the organization.
 - Compensate based on the prevailing wage for an entry-level professional, stipend, or other forms of compensation (additional training conferences, etc.)
- Supervisor
 - Must be available on a regular basis and possess expertise in the area in which the intern will work
 - Responsible for providing orientation, supervision, and opportunities for reflection for the student
 - Proper supervision is important for a well-defined learning experience
 - Supervisor serves as a teacher, mentor, critic, and boss
 - Recommended time to meet and review progress on projects, touch base, and provide feedback on a regular basis
 - Mentoring to help guide students through their experience
- Orientation
 - Provide written goals and objectives and clarify these goals before the intern begins working
 - Can be formal or informal process depending on the organization
 - Provide student with organization's policies and procedures
- Ongoing Training
 - Skill development, Shadowing, Questions, Professional Conferences
 - Opportunities to enhance the student's learning and skills should be given
- Evaluation
 - Learning experience and opportunity for bilateral feedback
 - Opportunity to identify strengths and weaknesses
 - Two formal evaluations sent to internship coordinator (once at midterm and again at the end of semester)
 - Evaluation criteria
 - Professionalism, Skill Development, Job Application, Knowledge

General Policies and Procedures

The student is responsible for:

- Locating an organization that is willing to provide an internship experience.
 - If the student requires help in their search, he/she must contact their internship coordinator or career development center

- Abiding by all Internship Handbook and Organization policies and procedures (dress code, working hours, health and safety regulations, etc.)
- Keeping the organization's supervisor informed of all problems, difficulties, or encounters during his/her work experiences
- Acting professionally as required by the organization and in a manner representative of the values of Mount Aloysius College

Expectations of the Student

- Students must complete the internship in the same semester in which it is registered for
- Students must fill out an internship proposal form prior to registering for the course
- Students must provide a current resume and cover letter prior to registering for the course
- All internship organizations must be approved by the internship coordinator prior to placement
- Register for the appropriate internship class (BUS345, ACCT345, HCA345, or MKTG345)
- Complete the number of hours (3 credits = 135 hours)
- Completion of agreed upon course assignments while meeting professional work obligations
- Adheres to professional work standards including: regular attendance, punctuality, working within agreed upon hours, wearing appropriate attire as stated by the organization, and abiding by all codes of conduct policies

Expectations of the Organization

- Determine the day-to-day workplace responsibilities
- Provide work that advances the student's professional goals
- Provide a brief job description for the position
- Work must be directly related to his/her field of study and individual interest
- Gradually increase work experience in difficulty and responsibility
- Provide a written evaluation for the intern's job performance (at the end of the semester) Link for [Final Evaluation](#)
- Document number of hours intern worked
- Provide site information including employee handbook and any code of conduct information
- Introduce intern to key people (other staff, vendors, managers, executives) who can assist with their professional development and become part of their network

Expectations of Internship Coordinator

- Responsible for contacting the organization's supervisor by phone or email during the internship
- Maintain frequent contact with the student intern
- Evaluate journals and provide feedback when necessary
- Provide appropriate oversight, advice, and mentoring to the student interns
- Approve, oversee, and grade academic assignments
- Serve as primary contact for site supervisor regarding concerns with the student's performance

Supporting Student Success

- Anticipate that student interns will face challenges along the way
- Provide interns with a variety of professional experiences
- Support students with adapting to your organization's standards and code of conduct
- Provide them with clear, timely, and constructive feedback
- Remember to reinforce and deepen essential concepts and skills by providing feedback

- Provide opportunities for the inter to ask questions and raise concerns
- Arrange a mid-semester progress evaluation and a final evaluation. Link for [Final Evaluation](#)

Required Internship Documentation

Before Internship

- Learning Objectives: Appendix 1
- Submit all forms to the Internship Coordinator: jblubaugh@mtaloy.edu

During Internship

- Final Internship Evaluation Report: [Final Evaluation](#)
- Submit all forms to the Internship Coordinator: jblubaugh@mtaloy.edu

Contact Information of Internship Coordinator

Dr. Jodi Blubaugh

jblubaugh@mtaloy.edu

814-886-6530

Appendix 1



Internship Learning Objectives

Overview

The internship learning objectives provide all parties with a clear understanding of what the student will be learning on their internship, and which tasks they will be performing. Each intern must discuss clear learning objectives with their site supervisor. This written plan must detail the skills or competencies that the intern will learn and the tasks they will perform that will enhance their skills. The plan may address up to three learning objectives depending upon the organization and the time needed to complete each task.

Sample: To enhance skills in managing a team of employees.

Key Activities: Participate in an orientation or training session to better understand the team dynamic
Shadow and observe one or more managers.
Meet with team to give constructive feedback about work performance

Learning Objective 1:

Activities:

- 1.
- 2.
- 3.

Learning Objective 2:

Activities:

- 1.
- 2.
- 3.

Learning Objective 3:

Activities:

- 1.
- 2.
- 3.

Student Signature: _____ **Date:** _____

Internship Supervisor Signature: _____ **Date:** _____

Internship Coordinator Signature: _____ **Date:** _____