

1 East Jackson Boulevard, Chicago, IL 60604 312/362-8783

STUDENT INTERNSHIP PROGRAM – Management Course 793 – Four (4) Credit Hours

Welcome to the DePaul University Management Internship Program. We are pleased to have you consider the internship phase a very unique opportunity for job enrichment/job enlargement, as well as an elective course (MGT 793) toward the attainment of your degree here at DePaul University. Should you be employed – part or full time – the internship can enhance your opportunity to gain further experience, advancement and an excellent contribution to your current and future resumes. Internships are viewed most favorably by employers as a measure of motivational effort by the student/employee. Should you currently be unemployed, positions are available as a result of many local corporations seeking DePaul interns.

The Management Department internship is available all quarters – Fall/Winter/Spring/Summer.

ADVANTAGES OF INTERNSHIPS...

- Gain valuable work experience in the world of work
- Earn money to assist/defray academic and living expenses
- Build a more impressive resume for further job opportunities and career development
- Apply your discipline study/knowledge at your work position
- Earn credit hours toward your graduation requirements

ACADEMIC REQUIREMENTS...

- An acceptable GPA (Discussed with Program Coordinator)

INTERNSHIP REQUIREMENTS

Work Requirement The student should work for the company for a minimum of 10 hours per week for 10 weeks, under the sponsorship of a supervisor at the company site.

Resume Development A resume is required. If the student does not have one, he/she will be assisted in developing one.

Objective Development It is required that the learning objectives be related to course content of Department of Management courses. It is anticipated that this process will foster the University Undergraduate Learning Goals Of: Articulate Communication; Capacity to Work Toward Accomplishing Goals Both Independently and Cooperatively; Critical and Creative Thinking, and Self-Reflection/Life Skills.

Journal It is expected that students keep a journal, noting daily activities, how these activities impact on the student's ethical and value frameworks, and on his/her personal and professional development.

Student Self-Evaluation The student will be required to do on-going self-evaluation.

Supervisor Evaluation The supervisor will conduct a mid term and final evaluation in the format provided. Additionally, the supervisor will be encouraged to give on-going verbal feedback.

Note: If you are applying for a paid internship position, you will be required to demonstrate to your internship site that you are authorized to work in the US. Students who have questions about whether or not they are authorized to work in the US should contact the Office of International Students and Scholars at 312.362.8376 or oiss@depaul.edu.

For additional information: **Helen LaVan, Program Coordinator**
Room 7037 (312-362-8539)
e-mail: hlvann@depaul.edu

Internship – Permit to Register

Grade Point Average? (GPA)_____

Quarter
 Fall Spring
 Winter Summer

Student ID Number_____

Print full name _____
Last First Middle

Date Issued_____
Month Day Year

Student Signature_____

Address_____
Street City State Zip

Telephone_____
Area Code

E-mail_____

Course No. Dept. No. Section No. _____ Credit Hours

_____ Hourly rate of pay

_____ Company Supervisor

_____ Academic Area

_____ Company Name

_____ Work Experience Title

_____ Company Address

_____ Internship Faculty Advisor Signature

_____ Company Telephone

Internship Basic Application

GENERAL INFORMATION(please print)

 Name

 Address

 City/State/Zip

 Home Phone Number

Term: Fall Winter Spring Summer

 Student ID Male Female

 Academic Year in School GPA

 Other College(s) Attended

 Credit Hours Transferred to DePaul Transcript Received

Equal Employment Opportunity Survey: Check all which apply
 (Your response is voluntary but encouraged)

- | | |
|---|---|
| 1. <input type="checkbox"/> Asian or Pacific Island | 5. <input type="checkbox"/> White, Non-Hispanic |
| 2. <input type="checkbox"/> Native American | 6. <input type="checkbox"/> Non-Resident Alien |
| 3. <input type="checkbox"/> Black, Non-Hispanic | 7. <input type="checkbox"/> Disabled |
| 4. <input type="checkbox"/> Hispanic | 8. <input type="checkbox"/> Returning Adult |

 Projected date of graduation

 Projected quarter of internship

 Referred by

 Faculty advisor _____ Section No.

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WORK EXPERIENCE:

Company Name and Address	Duties You Perform	Dates Employed From To
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Career Information

Program of study at DePaul University? _____

What are your career goals? _____

What type of work experience would you want and why? _____

EXPECTATIONS

The internship site will designate a supervisor to supervise, direct, evaluate and discipline the student. The supervisor will promptly notify DePaul of any concerns or problems regarding the student or the placement.

The internship site represents that it is in compliance with all applicable laws during the internship, including, but not limited to laws related to workplace discrimination and workplace safety. The internship also agrees to comply with all laws and DePaul policies regarding student privacy and confidentiality, including the Family Educational Rights and Privacy Act (FERPA).

The internship site understands the internship is learning situation. If the student is not otherwise an employee at the internship site he/she shall neither be compensated for his/her participation in the internship, not covered by the site's Worker's Compensation, social security, or unemployment compensation programs. If the student is otherwise an employee of the site, the site assumes full and sole responsibility for the payment of any wages, state and federal income tax, unemployment insurance, social security, disability insurance and other applicable employee withholdings which may apply. The student's work as an intern shall not at any time replace or substitute for any employee nor shall the student perform any of the duties normally performed by an employee at the site as part of the internship except as such duties as are a part of the student's training and are performed by the student under the direct supervision of the assigned supervisor.

Student _____
 Site Supervisor _____
 Faculty Supervisor _____

Internship Work Experience Training Agreement

(Please Print)

<hr/> Date	<hr/> Student
<hr/> Employer (Company Name)	<hr/> Student ID
<hr/> Address	Course No. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Dept. No. <input type="checkbox"/> <input type="checkbox"/> Section No. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<hr/> City/State/Zip	<hr/> Student Position
<hr/> Supervisor	Quarter _____ Year _____ Home Phone _____
<hr/> Title	Beginning and End Date _____ No. of Credit Hours _____
Phone _____ Extension _____	Hrs/Week _____ Pay/Hr. _____

List at least three measurable learning objectives, related to management, which can be evaluated at the end of the quarter.

1. What _____
 How _____
 By What Date _____
 How Measured _____
2. What _____
 How _____
 By What Date _____
 How Measured _____
3. What _____
 How _____
 By What Date _____
 How Measured _____
4. What _____
 How _____
 By What Date _____
 How Measured _____

The student is an employee of the employer and as such the employee shall be supervised, directed, evaluated and disciplined by the supervisor designated by the employer. The student (employee) shall be paid an agreed upon wage or rate of pay subject to withholding deductions and shall be covered by workers compensation.

Student Signature

Employer Supervisor's Signature

Faculty Internship Signature

Internship Journal

Name _____ Employer _____
Address _____ Supervisor _____
Home Telephone _____ Address _____
Course No. Dept. No. Section No. Telephone _____
Job Title _____
Job Description _____

Keep a journal, noting daily activities, how these activities impact on the student's ethical and value frameworks, and on his/her personal and professional development. Use additional sheets if necessary. Use the following format.

Week 1

Number of Hours Worked

Week 2

Internship Student Self Evaluation

Student: _____
(Last) (First) (Middle)

Student ID: _____

Course No. Dept. No. Section No.

Company Name: _____

Job Title _____

(Name of Supervisor)

(Title)

Job Description: _____

(Use additional sheet if necessary)

Describe the positive and negative aspects of your internship experience: _____

(Use additional sheet if necessary)

How would you rate the overall quality of your internship experience? (Check on)

Excellent _____ Very Good _____ Good _____ Average _____ Below Average _____ Poor _____ Very Poor _____

How do you feel this training assignment has helped or hindered you, specifically in:

a) Understanding your field of interest? _____

b) Relating your academic studies to your internship experience? _____

c) Your individual growth as a person? _____

Student's Signature: _____

Date: _____

Faculty Internship Advisor Signature: _____

Date: _____

Faculty Internship Advisor Comments: _____

(Use additional sheet if necessary)

Internship Employer's Evaluation of Student

Course No. Dept. No. Section No.

Name _____

Student ID _____

Work Period _____

Assignment _____

Employer _____

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

RELATIONSHIP WITH OTHERS

- Exceptionally well-accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others
- Work poorly with others

ABILITY TO LEARN

- Learns very quickly
- Learns readily
- Average in learning
- Rather slow to learn
- Very slow to learn

DEPENDABILITY

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

JUDGMENT

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses bad judgment

ATTITUDE/APPLICATION TO WORK

- Outstanding in enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

QUALITY OF WORK

- Excellent
- Very good
- Average
- Below average
- Very poor

COMMENTS: _____

ATTENDANCE: Regular Irregular

PUNCTUALITY: Regular Irregular

OVERALL PERFORMANCE: Outstanding Very good Average Marginal Unsatisfactory

What traits may help or hinder the student's advancement? _____

(Use other side if necessary)

Types of work assignments completed, how student met objectives stated on Training Agreement: _____

(Use other side if necessary)

This report has been discussed with the Student. Yes No

Signed: _____

(Supervisor)

Date: _____

Addendum to Internship On Continuous Improvement

Course No. Department No. Section No.

Name _____ Student ID _____

Work Period _____ Assignment _____

Employer _____

Paper The main purpose of this paper is to demonstrate that the student has learned from the internship to such an extent that he/she is able to reflect on the experience and make useful managerial recommendations for continuous improvement. This paper should take the format of a consultant's report. The paper should be approximately 4,000 words and should be in the following format:

1. Executive summary.
2. Summary of the challenges or opportunities presented.
3. Description of work done.
4. Summary of results of work done.
5. Recommendations for Continuous Improvement.
6. Ethical challenges and how you overcame them

The student is encouraged to use a variety of sources in the development of this paper, including interviews, company documents, journal articles, books, electronic databases and reliable Internet sites. Graphs and charts will enhance this paper.