

**BBA INTERNSHIP PROGRAM CHECKLIST**

**Deadlines to apply for internship program:**

**August 1<sup>st</sup> for fall semester  
December 1<sup>st</sup> for spring semester  
May 1<sup>st</sup> for summer semester**

- Identify an organization that is willing to provide you with an internship**
- Obtain a job description from your employer**
  - The job description must fulfill the following guidelines:
    - Printed on the organization's letterhead
    - Description of your job duties
    - Signed by your employer
- Complete the Work Agreement Form**
- Complete the Internship Advisor Form**
- Submit the following items to your academic adviser**
  - Job description on the organization's letterhead
  - Work Agreement Form
  - Internship Advisor Form
- Adviser forwards all forms to the Internship Coordinator for approval**
- Internship Coordinator contacts the person who will supervise the student and approves or disapproves the internship**
- Adviser registers student for BBA 408**
  - You cannot self-register for BBA 408
- Fulfill the job duties of the internship as prescribed by your employer**
- Check your Blackboard email weekly**
- Write the final report and submit in Blackboard**
- Ensure that your file is complete**
  - Your employer will need to fill out two evaluations of your work during the fall and spring semesters; one during the summer session. The Internship Coordinator will send them to your employer.



INTERNSHIP ADVISOR FORM

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_
Major: \_\_\_\_\_ NAU ID: \_\_\_\_\_
NAU Email Address\*\*: \_\_\_\_\_ Semester of Internship: \_\_\_\_\_
Internship Position: \_\_\_\_\_ Company: \_\_\_\_\_

GPA: \_\_\_\_\_ Verified By: \_\_\_\_\_
(must be at least 2.5)
Advisor: \_\_\_\_\_ Semester Enrolled: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Internship Coordinator Signature: \_\_\_\_\_

1. Internship Course:

\_\_\_ BBA 408

2. Number of Credits\*:

\_\_\_ 3 (three)

\_\_\_ 6 (six)

3. Application in Student's Program

\_\_\_ Part of Emphasis Requirements

\_\_\_ Used to Fulfill Elective

By signing below, I acknowledge I have read, understood, and will adhere to the Objectives, Policies, and Procedures for the BBA Internship Program.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Note: A student may take up to 6 units of academic credit for a given internship. However, the first 3 units will apply as part of the student's academic program, if applicable. The other 3 units will be additional business electives only.

\*\* Note: All communication with students during their internship will be conducted via their Blackboard email account. Students must check their Blackboard email accounts during their internship.

**WORK AGREEMENT**

Student Name \_\_\_\_\_ NAU ID # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Immediate Supervisor's Name \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Student's Position (job title) \_\_\_\_\_

Work Schedule \_\_\_\_\_ Employment Dates (from/to) \_\_\_\_\_

Pay per hour \$ \_\_\_\_\_ Hours per week \_\_\_\_\_

**Employer**

The employer shall provide the opportunity for learning under supervision in accordance with the job description, which is developed and agreed to by all parties. The employer assures that the student will be accepted and assigned to jobs and otherwise treated without regard to race, color, national origin, sex, or handicap. The student will be employed and compensated in conformity with federal, state, and local laws or other agreed upon compensation. The employer will submit two performance evaluations of the student to the Internship Coordinator during the course of the work experience period.

Is the student eligible for unemployment compensation? Yes \_\_\_ No \_\_\_ fringe benefits? Yes \_\_\_ No \_\_\_

**Student**

The student shall perform the work assignment on the job as a professional, devoting time to the duties according to the policies and regulations of the employer. The student will assume the duties assigned as detailed in the job description. The student may help develop the job description. The student will also fulfill the academic component of the program by writing a final report describing, analyzing, and evaluating the work assignment as outlined by the Internship Coordinator.

**Internship Coordinator**

The Internship Coordinator shall set criteria for legitimate work experience opportunities by making sure that the job is related to the student's field of study. The Internship Coordinator shall maintain ongoing evaluation of the internship through reports and consultation with the student and supervisor and will award credit to the student who registers for and successfully completes the requirements of the work experience.

Student Signature \_\_\_\_\_

Date

Employer Signature \_\_\_\_\_

Date

Internship Coordinator Signature \_\_\_\_\_

Date

**OBJECTIVES, POLICIES, AND PROCEDURES****OBJECTIVES**

The BBA Internship Program at NAU is intended to benefit students, companies, and other agencies by providing alternate periods of study and work for participating students. As a result of their practical work experience, students should return to the classroom better informed, prepared, and motivated.

Internship assignments are in the areas of business, government, and non-profit organizations. An eventual goal for students in this program is to reach a full-time, permanent employment relationship between students and participating organizations; however, neither students nor organizations are obligated to reach this final relationship.

**CREDIT HOUR STANDARDS**

For BBA 408 a student earns 3 credit hours for 135 hours on the job. For multiple internship periods, a student is allowed to earn a maximum of 12 credit hours. A maximum of 3 credit hours may be used in the major; the remaining 9 hours are additional elective credit only. Six hours may be taken for the same job position; however, only the first three will apply to the major. The remaining three will be elective credit only. The credit hour standard for BBA 408 applies to either part-time or full-time employment.

To be awarded credit, the work period must follow registration in the internship course (BBA 408). A signed Work Agreement form must be filled out and signed by the student and the employer. The Internship Coordinator and the Program Chair must also sign prior to registration.

**DOCUMENTATION**

The student will submit a Final Report which together with the student's immediate supervisor's two performance evaluations, will be the basis for the final grade determination (pass/fail).

If the student registers for 6 credit hours, a second Final Report must be submitted. The second report is a different assignment from the first report.

Please note: The report will be kept on file by the Internship Coordinator for one year. After that time period, the report may be returned to the student upon written request received by the Internship Coordinator within the first year of completion of the internship. After one year, the report will be shredded.

**GRADING**

BBA 408 will be graded as PASS / FAIL

## **POLICIES**

- ❑ To be eligible for the internship program, students must be fully admitted into the BBA Program, have completed all prerequisites, and have a minimum cumulative GPA of 2.5.
- ❑ Students must apply for the internship program no later than the established deadlines.
- ❑ The course add/drop deadlines apply to BBA 408 the same as any other course. It is the student's responsibility to know the deadlines for payment, registration, withdrawal, etc.
- ❑ Students are expected to locate their own internships. However, they must follow the procedures described in this document if they wish to receive academic credit for the work experience.
- ❑ Credit for the work experience may not be retroactive; i.e., credit will not be awarded for work performed prior to the semester in which the student is enrolled in BBA 408.
- ❑ If a student wants to do an internship at his or her employer, the duties during the internship as outlined in the job description must be different than the student's normal duties; a student's regular job does not meet the requirements for an internship. Work that is primarily clerical will not be approved for internship credit.
- ❑ An internship may be paid or unpaid; however, a paid internship is highly recommended
- ❑ The employing company or agency will complete two written evaluations during the student's employment experience (one during summer session). The Internship Coordinator will send the evaluation forms to the employer. If the evaluations are not received, the student may be contacted and asked to follow up with the employer.
- ❑ A participating organization is free to terminate a student in the internship program at any time. If a student chooses to leave his or her organization before the job assignment is finished, without first gaining the approval of the Internship Coordinator, the student may be given a failing grade.
- ❑ In all cases where students or organizations are having difficulties with respect to the Work Agreement, the Internship Coordinator should be contacted immediately.
- ❑ The Internship Coordinator shall be in periodic contact with the intern and the employing organizations to assure the success of the program.

## **ACADEMIC INTEGRITY**

Acts of academic dishonesty related to an internship will result in disciplinary procedures as specified by the University and the Arizona Board of Regents' Code of Conduct. Academic dishonesty includes: 1) plagiarism: any attempt to pass off other's work as your own; 2) cheating: any attempt to gain an unfair, hidden advantage over one's fellow students; 3) fabrication: any attempt to present information that is not true; 4) fraud: any attempt to deceive an instructor or administrative officer of the university. **Students should be prepared to accept the consequence of a grade of Fail in the course for acts of academic dishonesty.**

We expect our students to act ethically in the workplace as they complete their internship requirements. Students should comply with the university's code of conduct, and the code of conduct for the organization that employs them. Any legal or ethical violation in the workplace will be considered academic dishonest and will be subject to disciplinary procedures as described above.

**Please refer to the following website for university policy on academic integrity.**

**<http://www.nau.edu/~d-elearn/support/tutorials/academicintegrity/index.php>**

## **CORRESPONDENCE**

All e-mail correspondence must be conducted through Blackboard. It is recommended that students check their email account at least once a week during their internship.