



Stony Brook University
College of Business

Undergraduate Student Internship Handbook

(BUS 488)

September 2015

Effective for All Internships Beginning
Spring 2016



Stony Brook University *College of Business*

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Undergraduate Student Internship (BUS 488) Instructions

Beginning with the spring 2016 semester, undergraduate students within the College of Business must follow the steps below to qualify, register, and complete their internships.

Undergraduate students may earn 0 to 3 credits for successfully completing an approved internship. For business majors, only a 3-credit internship will count toward the major. For successful completion of an approved internship of 50+ hours, students will earn 1 credit, 2 credits will be earned for internships of 100+ hours, and 3 credits will be earned for internships of 150+ hours. Performing an internship for zero credits negates the requirement to pay tuition for the internship. Those students following the SBC requirements (not the DEC requirements) may earn university EXP+ experiential credit toward their undergraduate degrees with BUS 488 regardless of whether the internship is performed for 0, 1, 2, or 3 credits. To earn university EXP+ credit, students must also complete the EXP+ Contract, which may be found at <http://www.stonybrook.edu/commcms/business/career/internship-job-postings.html>

Step 1: Attend a minimum of two College of Business Internship Program orientation workshops. Make certain to receive a Certification of Attendance before leaving each of the workshops. You will need to submit these certifications in step 6.

Step 2: Assure that you get your resume reviewed by the Career Center. Make certain to receive a note from the Career Center certifying that you have completed this step. You will need to submit this certification in step 6.

Step 3: Obtain a job that is suitable for an internship or obtain an internship position. Use your own network of contacts, use the College of Business Internship Program website <http://www.stonybrook.edu/commcms/business/career/internship-job-postings.html> and or use the Career Center to explore internship possibilities.

Step 4: Obtain the agreement of a member of the College of Business faculty to serve as your sponsor.

Step 5: Complete the College of Business Undergraduate Student Internship Proposal. You can find the electronic form at <http://www.stonybrook.edu/commcms/business/career/internship-job-postings.html>. Obtain your faculty sponsor's approval and signature.

Step 6: Complete the Undergraduate Internship Agreement Form. You can find the electronic form at <http://www.stonybrook.edu/commcms/business/career/internship-job-postings.html>. Obtain all required signatures. Submit the agreement form and all required documentation (Certificates of Attendance at two orientation workshops, certification from the Career Center that your resume has been reviewed, Internship Proposal, and official job description) to the Office of Student Services (OSS) in 109 Harriman Hall.

Step 7: Register for BUS 488 after receiving permission from OSS.

Step 8: Submit bi-weekly Undergraduate Student Internship Reflections Journals to your faculty sponsor via e-mail or through Blackboard if your faculty sponsor prefers. Print, sign, and submit your final reflections journal to your faculty sponsor for his or her signature. Keep a signed copy for your records. You can find the electronic form at <http://www.stonybrook.edu/commcms/business/career/internship-job-postings.html>.

Step 9: Assure that your employer submits the evaluation of your performance to your faculty sponsor. Your employer can find the electronic form at <http://www.stonybrook.edu/commcms/business/career/internship-job-postings.html>.

Step 10: Complete and submit the Undergraduate Student Evaluation of Internship Experience Form to your faculty sponsor. You can find the electronic form at <http://www.stonybrook.edu/commcms/business/career/internship-job-postings.html>.

Course Grade: Your faculty sponsor will post your grade for BUS 488 during final examination week. Your faculty sponsor will use your bi-weekly reflections journals, your evaluation of your internship experience, and the employer's evaluation of your performance to determine your S or U grade.



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Undergraduate Student Internship (BUS 488) Proposal

As you might already know, undergraduate students may earn 0 to 3 credits for successfully completing an approved internship. For business majors, only a 3-credit internship will count toward the major. For successful completion of an approved internship of 50+ hours, students will earn 1 credit, 2 credits will be earned for internships of 100+ hours, and 3 credits will be earned for internships of 150+ hours. Performing an internship for zero credits negates the requirement to pay tuition for the internship. Those students following the SBC requirements (not the DEC requirements) may earn university EXP+ experiential credit toward their undergraduate degrees with BUS 488 regardless of whether the internship is performed for 0, 1, 2, or 3 credits. To earn university EXP+ credit, students must also complete the EXP+ Contract, which may be found at <http://www.stonybrook.edu/commcms/business/career/internship-job-postings.html>

For the College of Business to approve an internship, regardless of whether or not the internship is performed for credit, it is important for us to understand the intended and the actual learning experiences to which our students will be exposed and it is important that those learning experiences be adequate to warrant approval.

Most positions within an organization provide experiences far broader than do those described in the official job description. In addition to the skills attributed to the specific intern position, each functional area within an organization with which student interns will interact provides learning opportunities. For example, reading the employee handbook and then discussing it with a representative from HR or with the student intern's supervisor(s) provides an opportunity to learn about many HR functions. Being put through an interview process and then being briefed about how the process works and about the reasons for its design provides student interns an opportunity to learn about that HR function. Reading the strategic plan and then discussing it with an executive level manager provides student interns with an opportunity to learn about that aspect of leadership. There are many examples that would require numerous pages to list. Our point is that your employer knows what these specific learning opportunities can be within his or her organization; we do not. We need your help ... we need you to work with your employer to delineate them for us.

The following Undergraduate Student Internship (BUS 488) Proposal form is intended to supplement the official job description for the student intern. We understand that employers might not be able to comply fully with their initial intentions, and you might not enjoy each of these identified learning opportunities. However, we will use the information you provide us to assist in our evaluation of the learning potential of the internship. This form is available on the College of Business Internship website <http://www.stonybrook.edu/commcms/business/career/internship-job-postings.html>



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Undergraduate Student Internship (BUS 488) Proposal

Please describe in as much detail as possible the anticipated internship activities and resulting student-learning outcomes in the following areas. This form is electronic; the text boxes will expand to accommodate the information you provide. This form is available on the College of Business Internship website <http://www.stonybrook.edu/commcms/business/career/internship-job-postings.html>

Student Name: _____ Internship Period: _____

Company Name: _____ Supervisor Name: _____

Supervisor Phone: _____ E-mail: _____

Leadership:

Marketing

Operations

Accounting

Finance

Other

Student Signature

Date

Faculty Sponsor Signature

Date



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Undergraduate Student Internship (BUS 488) Reflections Journal

The purpose of the reflections journal is to enhance your learning through the intentional integration and reconciliation of theory acquired in the classroom and through your own reading, and the actual practices observed and learned during your internship.

Throughout your coursework, you have had the opportunity to read academic quality books and articles written by theorists and practitioners, to listen to presentations of these and other materials by your professors and classmates, and to participate in discussion and debate with those same professors and classmates. The internship provides you with the opportunity to observe and participate in the application of this theoretical knowledge in a work environment. The internship opportunity, and thus your preparation for future employment, is greatly enhanced through the intentional integration and reconciliation of theory and practice. The rigor and clarity of these reflections are magnified by reducing them to written form. This is the primary purpose of the reflections journal, and is the standard by which they will be evaluated.

Your reflections journal must be submitted to your faculty sponsor bi-weekly. No signatures are required until the journal is complete. The reflections journal shall be prepared keeping the foregoing information in mind and using the following format. This form is electronic; the text boxes will expand to accommodate the information you provide. This form is available on the College of Business Internship website

<http://www.stonybrook.edu/commcms/business/career/internship-job-postings.html>



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Reflections Journal

Student Name: Type your name here
Employer Company: Type here
Semester: Type here, include year
Faculty Sponsor: Type here

1.	Date: Observation(s): Reflection(s):
2.	Date: Observation(s): Reflection(s):
3.	Date: Observation(s): Reflection(s):
4.	Date: Observation(s): Reflection(s):
5.	Date: Observation(s): Reflection(s):
6.	Date:



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	Observation(s): Reflection(s):
7.	Date: Observation(s): Reflection(s):
8.	Date: Observation(s): Reflection(s):
9.	Date: Observation(s): Reflection(s):
10.	Date: Observation(s): Reflection(s):

Intern's Name: _____

Internship Period: _____

Signature: _____

Date: _____

Faculty Sponsor: _____

Signature: _____

Date: _____



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Employer Evaluation Undergraduate Student Intern

Dear Employer:

Thank you on behalf of our student and the Stony Brook College of Business for providing an internship opportunity for the student listed below.

Student Name: _____ Type here
Faculty Sponsor: _____ Type here
Faculty Sponsor Email: _____ Type here
Faculty Sponsor Phone: _____ Type here

As part of our student evaluation process, we request your assistance in completing this student evaluation during the last week of the internship and emailing it directly to the faculty sponsor listed above. Please do not send a copy to the student. We will appreciate your honest and candid evaluation of the student intern's performance in the categories provided below. The form is electronic and the text boxes will automatically expand to include whatever you type.

The student intern will send you this form at the beginning of the internship with the appropriate information filled in above.

Attendance, Effort, and Department

Leadership

Marketing

Operations

Accounting

Finance

Other



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Comprehensive Evaluation of Student Intern

Internship Supervisor Name: _____

Internship Supervisor Signature: _____

Date: _____



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Undergraduate Student Evaluation of Internship (BUS 488) Experience

In addition to organizing your thoughts at the completion of your process, your evaluation will assist the faculty in guiding other students through their internships. Please take this evaluation process seriously and provide your honest, well-considered thoughts.

Please describe in as much detail as possible the actual internship activities in which you engaged and what you learned from them in the following areas. This form is electronic; the text boxes will expand to accommodate the information you provide. This form is available on the College of Business Internship website

<http://www.stonybrook.edu/commcms/business/career/internship-job-postings.html>

Leadership:

Marketing

Operations

Accounting

Finance

Other

Comprehensive Evaluation of Student Internship Experience

Student Name: _____

Internship Period: _____

Signature: _____

Date: _____