



COLLEGE OF BUSINESS
UNIVERSITY OF COLORADO AT COLORADO SPRINGS

Internship Program

Through the College of Business Career & Placement Center, internship and job opportunities are available for business students. As a College of Business junior, senior or MBA student, you may participate in an internship to gain experience and training working for a business or other organization. Internships provide you with significant work experience to enhance your study. You may enroll in an internship for 1-3 credit hours to be applied toward a business elective. For MBA students, the internship can serve as an independent study course. **You must make sure that your internship credit will apply towards your degree, whether undergraduate or graduate.** Please check with your advisor.

As a student, you are responsible for securing an internship. The Career and Placement Center posts all known internship and job opportunities through MyInterfase (as of Jan. 07). All business students should have access to this site at: <http://www.myinterfase.com/uccs/student>. For more information, please contact Lisanne McNew, Director of Placement, at lmcnew@uccs.edu, or phone 719.255.4700.

Internship Procedures:

- Submit an Internship Application (available via email) and resume. Complete the Internship Application in Word and return to College of Business Career & Placement Center.
- You must also complete the Insurance Request form which references workman's compensation.
- Your employer must complete the Employer Application form and submit a position description; the Employer Expectations is to be kept in their files.
- Once your internship is approved, you may apply the credit towards a business or emphasis elective.
- Upon approval from the department chair, contact Dr. Beck or Dr. White to review academic requirements.
- Register for internship; call number must be received from the Career & Placement Center Director.

Program: Receiving credit for an internship requires you to complete 50 hours of work experience for each credit hour of internship registered (e.g.: 150 hours for 3 credits), log your activity weekly, and write a 5-10 page experience paper when the internship is complete. More information is available on the Student Expectations sheet attached.



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Internship Program-Checklist

The University of Colorado at Colorado Springs, College of Business incorporates internships into the undergraduate and graduate programs. With an internship, you gain practical experience that parallels your academic study and fosters strong relationships with the local business community.

You have the responsibility to secure an internship. Internship and job opportunities appear on the E-Recruiting web site at: <http://www.myinterfase.com/uccs/student>.

To begin the process of applying for a credit bearing internship, you must submit the following items to the College of Business Career & Placement Center, Dwire Hall 301. The following documents have been created in Word; type in the required information, print, and sign as needed:

- Student Internship Application & contract (Must be typed!)
- Resume (w/approval from Career Center)
- Job description — responsibilities must be listed on company letterhead. (Typed!)
- Employer application (Must be typed!)
- Certificate of Insurance Request form — complete in conjunction with Risk Management.

At the conclusion of your internship, you and your supervisor/employer must submit:

- Evaluation Form — completed when internship is finished. A final grade will not be awarded until the Career & Placement Center notifies the instructor both forms have been received.

**** Incomplete packets will not be accepted! ****

For more information, please call 255-3120 or email business@uccs.edu. The College of Business Career & Placement Center is located in Dwire Hall 301.



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Internship Program-Academic Information

(Students: keep this for your information. By signing the internship application it is presumed that you have read, understand, and agree to follow all stipulations in this document)

Student Expectations, Responsibilities, and Guidelines

The student has the ultimate responsibility for his or her own success in the Internship Program. The College monitors the activities and progress of students to ensure a rewarding educational experience. Participating employers and the College of Business faculty, acting in partnership, will guide the student through the internship program.

The program offers synergistic benefits for all parties involved. The College of Business faculty encourage enrollment and strongly advocate participation in the internship experience with businesses in the Colorado Springs area. As part of its quality improvement effort, the Career & Placement Center values the comments from both students and employers; the College actively solicits suggestions for future change.

1. Applicants must be currently enrolled students in the College of Business, either undergraduate or graduate. Undergraduate students must have completed a junior level class in the discipline of the internship. (Non-business students earning a minor in business cannot receive internship credit towards their minor coursework.)
2. Students must complete all skills courses (ENGL 131, ECON 101 & 202, MATH 112, ACCT 201 & 202, QUAN 201 & 202, and BUAD 300) before becoming eligible to enroll in internship.
3. A minimum cumulative GPA of 2.5 is required to be eligible to enroll in internship hours.
4. Students must provide a student internship application, current résumé, Certificate of Insurance Request form, employer internship application, and position description to the Career & Placement Center before, or at the time, of applying for an internship. ***Incomplete packets will not be accepted!***
5. Students are responsible for arranging an internship with a company or organization. Faculty and the COB Career & Placement Center will assist students in networking with the business community. However, the student must make the internship arrangements.
6. The student must become familiar with any requirements expressed by participating firms concerning class standing (junior, senior), minimum grade point average, and prerequisite classes. The COB Career & Placement Office will help to provide this information.
7. ***Before enrolling, students must be absolutely committed to the program.*** Dropping an internship course after the last day to officially drop a course established by the University requires the signatures of the advising faculty and the Dean. Approval will only be granted for **extremely unusual circumstances**. Students who wish to drop should be familiar with the University and College of Business policy on withdrawing from a course.
8. Students may enroll in an internship for one, two, or three credit hours to be applied toward a business degree. The internship will qualify for College of Business electives, whether in the emphasis area or in the general elective pool. Students can enroll in a maximum of 6 credit hours. No more than 3 credit hours can be earned each semester for an internship.

9. The internship hours must be completed in no more than two semesters. Previously completed internships cannot count for credit, *they must be approved prior to beginning the internship*.
10. Current jobs cannot be used for internships except on a case-by-case basis. Please see Lisanne McNew in Dwire Hall 301A for more information (255-4700).
11. Students must meet University deadlines; the completed internship application packet must be submitted for approval by the supervising department chair in enough time before the last day to enroll in a semester as stated in Campus Calendar found in the UCCS Schedule of Courses.

Typical Internship Requirements

The internship involves both on-the-job works hours and academic requirements.

On-the-Job Work Hours

The amount of time on the job relates to the number of credit hours for the internship.

Three - Credit Internships: 150 hours of work experience (e.g.: 15 weeks, 10 hours per week).

Two - Credit Internships: 100 hours of work experience (e.g.: 10 weeks, 10 hours per week).

One - Credit Internships: 50 hours of work experience (e.g.: 5 weeks, 10 hours per week).

Special arrangements to fulfill the on-the-job work experience hours require a mutual agreement with the intern's work supervisor, the COB Career & Placement Office, and the student. *For undergraduates, the internship grade is pass/fail only.*

Student Evaluation

At the end of the internship, students must submit an Evaluation Form that includes recommendations on improving the program. The academic advisor will not see the student evaluation before submitting grades. However, if the Career and Placement Office has not received the form, the instructor will not submit a grade.

Unusual Scheduling

To meet business requirements, a potential internship may fall outside the normal semester time frame. These special situation internships require consultation with the Career & Placement Office, the advising faculty, the work supervisor, and the student. If a student wishes to begin an internship after the census date, the internship *may* be approved to start (and perhaps even end) in the current semester. However, the student will actually enroll for internship credit in the following semester. For example, a student who applies and begins an internship after the census date in the spring would enroll for internship credit in the summer semester. That way, students can meet their own and their employers' needs, and the College can award credit within the University registration requirements.

Contract for Academic Credit

Once your application and internship is approved, you will need to contact Dr. Beck at 255-3416 or Dr. White at 255-3661 to clarify the specific academic requirements outlined below:

A. Student/Faculty Consultations

1. Meet with advisor to clarify requirements and sign this form.
2. E-mail or phone every 2 weeks.
3. Meet at least twice in person during the semester.
4. Toward end of semester, bring final log of activities and work samples to meeting.
5. Other requirements as discussed.

B. On-going Documentation

1. Maintain a journal of activities – daily at first; less frequent as internship progressed. In addition to details on what you did and how it turned out, include reflections on your assumptions, expectations, and observations. As the Internship progresses, reflect on the changes you see in doing your job.
2. Submit the log in the eCompanion Drop Box at least every two weeks.
3. Keep a file of work samples – what you did on the job.
4. Periodically submit samples through e-Companion; if the documents do not adapt to electronic submission, bring them to the office meeting.

C. Final Report

1. The formal report summarizes your internship
2. The basic report consists of 9-10 pages, with topics assigned by the faculty advisor toward the end of the internship.
3. The bound report includes a table of contents plus attachments: activity log, and work samples.
4. Due Date: _____

D. Final Note

Although any student may complete an internship without academic credit, those who have selected academic credit *must fulfill the above requirements*. In this pass/fail course, those who fail to keep and send activity logs, or fail to meet with the instructor, will **earn** the grade of “F.”

e-Companion

Throughout your internship, you will use the e-Companion site to record your activities. The site provides a "drop box" for your activity logs and for your work samples. Web links on this page can help you with login and technical issues: http://www.uccs.edu/online/student_resources.htm.

The following information will help you to log-in to e-Companion:

- Student usernames are their 9-digit student ID numbers.
- Passwords are according to the *college of enrollment* NOT the college in which the course is listed.
- UNLESS THE STUDENT HAS CHANGED THE PASSWORD IN A PREVIOUS SEMESTER (These are case-sensitive):
 - Business: DMBA

Typically, login failure is due to either forgetting the user ID number, or entering the wrong password.

- If your student has a login failure, please ask them to call the TLC 255-4872 or email tlc@uccs.edu.
- The IT helpdesk is also responsible for student support: 255-3536.



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Internship Program-Student Application

Name _____

Campus Address _____ City _____ Zip _____

Home Address _____ City _____ Zip _____

Campus phone _____ Home phone _____

Student ID _____ Email _____@_____

Declared Major _____ Hours completed to date: _____

Class Standing (circle one) Junior Senior MBA Current GPA: _____

Discipline/course number applying for: _____

Do you already have an internship secured? No Yes

I am applying for a 1 2 3 (circle one) credits, which means I need to work 50, 100, or 150 hours to complete the program. I wish to participate in the program for the _____ semester of 20____. Anticipated start date: _____.

Submit these required items with the Student Application:

- Current resume

Turn in the following items when you have arranged an internship:

- Job Description- Attach the job description from the business/organization on company letterhead. Outline the nature of the work to be performed, including the hours of work per week and the rate of pay.
- Certificate of Insurance Request

Name of Business where the internship will be held _____

Name of Contact at Business _____

General Educational Goals: Indicate your desired objectives to be achieved.

College of Business – Contract for Academic Credit

Once your application and internship is approved, you will need to contact Dr. Beck at 255-3416 or Dr. White at 255-3661 to clarify the specific academic requirements outlined below:

A. Student/Faculty Consultations

1. Meet with advisor to clarify requirements and sign this form.
2. E-mail or phone every 2-3 weeks by phone or in person.
3. Meet at least twice in person during the semester.
4. Toward end of semester, bring log of activities and work samples to meeting.
5. Other requirements as discussed.

B. On-going Documentation

1. Maintain a journal of activities – daily at first; less frequent as internship progressed. In addition to details on what you did and how it turned out, include reflections on your assumptions, expectations, and observations. As the Internship progresses, reflect on the changes you see in doing your job. Give some detail on your expectations, what you did, and how it turned out.
2. Upload the journal on eCompanion at least every 2 weeks.
3. Keep a file of work samples – what you did on the job.
4. Periodically upload samples to eCompanion, or bring them to the office meeting.

C. Final Report

5. The formal report summarizes your internship
6. The basic report consists of 9-10 pages, with topics assigned by the faculty advisor toward the end of the internship.
7. The bound report includes a table of contents plus attachments: the activity log and work samples.
8. Due Date: _____

By signing below, **I understand that I have read and understand the Student Expectations**, Contract for Academic Credit and that I meet the qualifications for the program. I have not enrolled for academic credit in other programs (i.e., Independent Study) for this same work and will not do so in the future.

Student Signature

Date

University of Colorado at Colorado Springs
Department Chair

Date

University of Colorado at Colorado Springs
Faculty Advisor

Date

Director of Career and Placement Center

Date

The Career & Placement Director will obtain additional needed signatures.



Student Evaluation Report

Internship Program Employer Evaluation

Dear Student:

The University of Colorado at Colorado Springs Internship Program requests that you evaluate your internship. Your comments and suggestions will keep the program staff and faculty apprised of which experiences provide the best training and learning for students. Please complete this questionnaire and return to the Internship Director at the end of your internship. **Completing this form is required or you will not receive a grade for your internship.** You may drop it off at Dwire Hall 301 or fax to:

University of Colorado at Colorado Springs
College of Business, Lisanne McNew
Fax: 719-255-3494

If you have questions or wish to discuss this evaluation, please call Lisanne McNew at (719) 255-4700.

Student Name _____ Major _____

Company _____

Rate the internship:

	Excellent	Good	Average	Below Average	Poor	
Orientation	5	4	3	2	1	N/A
Quality of Work	5	4	3	2	1	N/A
Assignments	5	4	3	2	1	N/A
Communication with Supervisors	5	4	3	2	1	N/A
Acceptance by Co-workers	5	4	3	2	1	N/A
Educational Value	5	4	3	2	1	
Career Value	5	4	3	2	1	
Overall Rating	5	4	3	2	1	

Comments/Suggestions _____

NOTE: Please indicate below if we can use your comments and/or company name from this evaluation on the College of Business website.

_____ You have permission to use comments.

_____ You do not have permission to use comments.

1. Did you receive special training and/or what specific skills did you acquire on the job?

3. Would you recommend this particular job or internship to other students studying in your field?
 Yes No

4. Do you plan to change your educational curriculum as a result of this experience? Please explain.

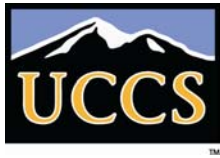
5. Will you continue working for this employer next semester? Part time Full time
 If part time, number of hours per week _____ rate of pay _____ .

6. Would you take another internship if possible?
 Yes No

7. What is your graduation date? Month _____ Year _____

8. Please evaluate your experience with the Internship Program:

	Excellent	Good	Average	Below Average	Poor	
The Program Director	5	4	3	2	1	N/A
Internship Faculty Member	5	4	3	2	1	N/A
Assignments	5	4	3	2	1	N/A
Comments/Suggestions _____						



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Internship Program Employer Expectations

Firms interested in participating in the internship program agree to the following requirements:

1. Participating firms will employ students in good faith: i.e., they will expect students to perform all employee functions in the same professional capacity as would be expected of a new college hire.
2. The College of Business suggests that the business compensate students at a competitive level, to include overtime compensation, if appropriate. (Because these positions are temporary, fringe benefits typically would not accrue to the student.)
3. The employer will furnish the Internship Director with a written job description upon the student's entrance into the program, or a listing of the functions to be performed by the student. The job description should provide sufficient detail so that the student, the employer, the Internship Director, and the advising faculty member clearly understand the duties, responsibilities, and requirements for successful completion of the internship.
4. The intern's supervisor will send the Internship Director a written evaluation of the quality of the student's performance, including a listing of functions performed, hours worked per week, and notice of whether this evaluation has been discussed with the student. (A standardized form used by the firm for such evaluations will be acceptable.)
5. Because the internship is a learning experience for the student, the employer should make every attempt to expose the student to as many business activities, policies, and procedures as possible. We ask that supervisors take the time to explain management practices and operating policies and procedures as necessary to ensure that the student understands the intricacies of the position, the business, and the organization.
6. Firms interested in hiring an intern may arrange with the Internship Director to interview interested students (either on campus or through office visits) to select an appropriate student, and to make an offer of employment.
7. The employer must allow an opportunity for a visit from the Internship Director or advising faculty.
8. If the student has gained experience that qualifies for the requirements of professional examinations (such as the Uniform CPA Examination), the employer should give the appropriate documentation to both the student and the Internship Director.
9. In accordance with Colorado state law, if an intern is paid for work performed, the employing firm takes on the responsibility for completing standard employment documents, such as: FICA, withholding taxes, W2 form, workers' compensation, and general liability.

For any questions or concerns, please contact Lisanne McNew, Director of Placement & Internships – College of Business at 719-255-4700 or email: lmcnew@uccs.edu .

My firm understands the student has elected to attempt the internship for credit. My firm will make every effort to accommodate the hours needed. In order for the student to receive credit, they must work a minimum of 50 hours (1 credit), 100 hours (2 credits), or 150 hours (3 credits) to complete the internship, depending on the number of credit hours the student has requested. Please speak to the intern on this matter.

My firm has received and reviewed the Employer Expectations. We understand the obligations of employers participating in the program and are willing to abide by them. By signing the Employer Application for Internship it is presumed that you have read, understand, and agree to follow all stipulations in this document.



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Internship Program

Internships are an integral part of the College of Business education. Through these pre-professional opportunities students gain valuable practical experience to compliment their academic foundation.

Employer Application for Internship

Firm Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Name of Student who will be interning: _____

My firm will be participating in the CU-Colorado Springs College of Business Internship Program for the _____ semester of 20_.

Start Date: _____ End Date: _____ Hours Per Week _____

Unpaid Internship _____ Paid Internship _____ Rate of pay _____

My firm understands the student has elected to attempt the internship for credit. My firm will make every effort to accommodate the hours needed. In order for the student to receive credit, they must work a minimum of 50 hours (1 credit), 100 hours (2 credits), or 150 hours (3 credits) to complete the internship, depending on the number of credit hours the student has requested. Please speak to the intern on this matter.

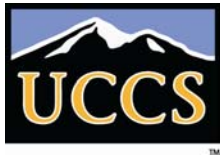
My firm has received and reviewed the Employer Expectations. We understand the obligation of employers participating in the program and are willing to abide by them.

Please be sure to indicate in the internship position description any specific educational goals, special training programs, workshops, or outside reading requirement that will be part of the job

Name _____ Title _____

Supervisor Signature: _____ Date _____

Supervisor email: _____



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Employer Evaluation Report

College of Business
Internship Program Employer Evaluation

To the supervisor of the intern:

Thank you for your participation in the College of Business Internship Program. The Internship Program requires that each student be evaluated at the end of the internship. We would appreciate it if you would complete the following form and return it to us. Please be as candid and complete as possible in describing the student's performance. You are encouraged to discuss this evaluation with the student, although this is not required. Your evaluation is necessary to help the faculty in determining a pass/fail grade for the internship experience. Please fax this evaluation to the Internship Director at:

University of Colorado at Colorado Springs
College of Business, Lisanne McNew
FAX: 719- 255-3494
lmcnew@uccs.edu

If you have questions or wish to discuss this evaluation, please call Lisanne McNew at (719) 255-4700.

Company Name _____

Name & Title of person completing evaluation _____

Student Name _____

Rate this student on their knowledge of these principles:

	Excellent	Good	Average	Below Average	Poor	
Accounting	5	4	3	2	1	N/A
Finance	5	4	3	2	1	N/A
Marketing	5	4	3	2	1	N/A
Management	5	4	3	2	1	N/A
Information Systems	5	4	3	2	1	N/A
Operations	5	4	3	2	1	N/A

Comments/Suggestions _____

Rate this student on these communication skills:

	Excellent	Good	Average	Below Average	Poor	
Writing	5	4	3	2	1	N/A
Speaking	5	4	3	2	1	N/A
Listening	5	4	3	2	1	N/A

Comments/Suggestions _____

Rate this student's demonstration of professionalism:

	Excellent	Good	Average	Below Average	Poor
Appearance	5	4	3	2	1
Dress	5	4	3	2	1
Reliability	5	4	3	2	1
Timeliness	5	4	3	2	1
Work ethic	5	4	3	2	1
Followed directions	5	4	3	2	1
Acceptance of feedback	5	4	3	2	1
Respect for others	5	4	3	2	1
Acceptance of diverse groups	5	4	3	2	1
Worked well in groups	5	4	3	2	1

Comments/Suggestions _____

Did you find this student adequately prepared for this internship position? Yes No
 Please explain _____

Based on the performance of this student throughout the internship, would this student be a viable candidate for employment at your firm/business? Yes No
 Please explain _____

If you had the resources available to hire this student, would you? Yes No
 If not, please explain _____

Rate this student's overall performance:

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

What could UCCS and the College of Business do to better prepare students for the business world?

Additional Comments _____

