



CAMPBELL

U N I V E R S I T Y

LUNDY-FETTERMAN SCHOOL OF BUSINESS

**Internship/Work
Experience
Employer Handbook**

(to be completed by Employer)

Graduate Programs Office

Campbell University

Lundy-Fetterman School of Business

PO Box 218

Buies Creek, NC 27506

What is an Internship?

- Provides students with a short-term work experience to apply classroom knowledge and to gain approved and supervised experience in a specific field or career area.
- May be paid or unpaid, vary in length, be full or part-time, completed during the academic year or summer in any geographic location.
- Note: To meet MBA graduation requirements students must demonstrate that they have completed at least 200 hours of professional work experience. The requirements described in this document pertain to that work experience whether or not it is a formal internship.

Why Should Students Intern?

The benefits to interning may include:

- Gaining experience unparalleled in the classroom
- Exploring a career field of interest
- Identifying an employer for full-time employment after college
- Earning credit or financial compensation
- Providing a valuable resource to employers and making an impact in the world of work
- Acquiring new skills and developing transferable skills for resume building and future employment
- Establishing vital career networks and mentors

Are all Internships unpaid?

Some internships provide monetary compensation in the form of minimum wage, stipends, or hourly wages. Payment will vary with employer and industry. An internship may be unpaid because a workplace may not have the financial resources to pay the intern or because the particular internship experience is in such high student demand. In these cases, **there are many valuable and unique opportunities that provide experience outweighing financial compensation.**

Student Eligibility

- Must be enrolled in graduate level coursework

Roles and Responsibilities of the Student Intern

- Define details of the internship
- Identify potential internship sites, develop resume, and initiate contact with prospective employers.
- Identify internship goals and objectives with the assistance of the MBA Director or Assistant Director and Internship supervisor.
- Complete an Internship Contract that clearly states work to be performed to achieve goals and objectives, methods of evaluating accomplishment of goals and objectives, beginning and ending dates of internship, and number of credit hours earned. The Internship Contract is to be completed by the student, not the supervisor. Obtain all signatures on the Internship Contract and return to the MBA Office.
- Notify the supervisor of any unavoidable absence.

- Submit to the MBA Office all required assignments, including Student Final Self Evaluation

Roles and Responsibilities of the Supervisor

- Agree to supervise the intern and enter into a contractual agreement with the student and Campbell University. Sign the Internship Contract provided by the student.
- Develop job description of proposed internship.
- Assist student in determining internship goals and objectives based on job description.
- Provide necessary on-the-job training for the intern.
- Offer periodic feedback to the student intern about his/her performance.
- Consult as necessary with the MBA Director and/or Assistant Director regarding the intern's progress.
- Conduct Final Evaluation of the intern's work performance. The forms are attached. Please return forms to the address below.

Contact Information:

Graduate Programs Office

PO Box 218

Buies Creek, NC 27506

Phone: (910)814-4308

Fax: (910)814-4301

Email: mba@campbell.edu

Campbell University
Extended Internship/Work Experience Final Evaluation
(Completed by Supervisor)

Due Date: Completion of internship

Student Name _____

Company Name _____

Dates of Internship: Begin _____ End _____

1. Please rate the student's performance at this time:

(1 being unacceptable performance and 5 being exceptional performance)

Understanding of job responsibilities	1	2	3	4	5
Preparation for job responsibilities	1	2	3	4	5
Motivation	1	2	3	4	5
Attitude	1	2	3	4	5
Leadership Ability	1	2	3	4	5
Communication Skills	1	2	3	4	5
Overall Rating	1	2	3	4	5

2. Please explain any rating of 1 and 2 and include suggestions for improvement:

3. Additional Comments

Attendance _____ Regular _____ Irregular
Punctuality _____ Regular _____ Irregular

4. Grade (circle appropriate grade): A B C D F

This evaluation has been discussed with the student. _____ Yes _____ No

Supervisor Signature

Date