



CAMPBELL

U N I V E R S I T Y

LUNDY-FETTERMAN SCHOOL OF BUSINESS

Internship/Work Experience Student Handbook

**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 I 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
- Must have received prior approval from the MBA Director.

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 (1) Student Final Self Evaluation and (2) Process Evaluation.

Campbell University Internship/Work Experience Checklist

Follow these steps to ensure that your Internship runs smoothly.

Completed

- Meet with the Career Adviser to begin discussing internship placement. _____
- Confirm internship placement. _____
- Develop internship goals and methods for evaluation. _____
- Determine beginning and ending dates of the internship _____
- Obtain all signatures required on the Internship Contract and return to the MBA Office _____
- Complete internship and submit required forms to the MBA Office: _____
 - 1. Self Evaluation Form
 - 2. Process Evaluation Form

Campbell University
Internship/Work Experience Contract
(to be completed prior to internship)

Student Name: _____ Phone: _____
Email Address: _____ Major: _____
Term Internship will take place: Fall _____ Spring _____ Year _____
Dates of Internship: Begin _____ End _____ Hrs. per Week _____
Paid _____ Unpaid _____
Company Name: _____ Phone: _____
Company Address: _____
Supervisor Name: _____ Title: _____

Internship Job Description:

Internship Goals and Objectives (be specific):

Additional Requirements due after completion of internship:

- Student Self Evaluation
- Supervisor's Final Evaluation

Student Signature _____ Date: _____
Employer Signature _____ Date: _____

Please Return to: Graduate Programs Office (Office 220 – LFSB)

**Campbell University
Internship/ Work Experience
Final Self-Evaluation
(Completed by Student)**

Your Name _____ ID# _____

Supervisor Name _____ Phone # _____

Company Name _____

Dates of Internship: Begin _____ End _____

1. Please rate your performance:
(1 begin unacceptable performance and 5 being exceptional performance)

Your understanding of job responsibilities	1	2	3	4	5
Your preparation for job responsibilities	1	2	3	4	5
Your motivation	1	2	3	4	5
Your attitude	1	2	3	4	5
Your leadership ability	1	2	3	4	5
Your communication skills	1	2	3	4	5
Your overall rating	1	2	3	4	5
Your satisfaction with the job and work environment	1	2	3	4	5

2. What are your strengths?

3. Describe the areas in which you need improvement. What steps can you take for personal growth in these areas?

Student Signature

Date

Return To: Graduate Programs Office (Office 220 – LFSB)