ELIZABETHTOWN COLLEGE

**Internship-for-credit in Business  
General Information and Learning Contract Instructions**

**GENERAL INFORMATION**

Before completion of their degrees, students majoring in Economics, Business or International Business can earn credits for pre-approved internship experiences, for either “paid” or “unpaid” internships. Even though an internship is not required for Business or Economics majors, they are encouraged to do an internship in their field of study before graduation. Students majoring in International Business are required to complete an internship related to their major, either in the U.S. or abroad, during a normal semester or during the summer. To qualify as an internship-for-credit an employer must provide a safe learning environment; designate an internship location; and provide a supervisor to serve as a mentor to the intern and provide feedback during the experience.

Students seeking to receive course credits for business internships generally must have junior or senior status and a major grade point average of 2.50 or higher. Exceptions to this guideline need to be approved by the department internship coordinator/faculty supervisor. Students may identify appropriate internships on their own, with the help of faculty members or through the Office of Career Services. In all cases, students need to work as an intern for at least 125 hours (BA470-BA473) or 160 hours (BA474) over a 12-week period during a regular semester or 8 weeks during the summer, engaging in tasks/projects related to their academic major. As noted in the internship section of the college catalog, students may not intern at a company owned or managed, fully or in part, by a family member of the student, nor may the on-site supervisor be a member of the student's family or working under the supervision of a family member.

Students may engage in multiple business internship experiences, but the maximum number of credits that can be awarded for internships in total is 12. Students will not be awarded internship credit a second time for work performed during a different term in the same position at the same company.

At the beginning of the internship the employer completes and returns the **Employer Information Form.** At the conclusion of the internship the employer completes and returns the **Final Evaluation Form** to the department internship coordinator/faculty supervisor at Elizabethtown College.

**THE LEARNING CONTRACT**

**WHY DO I NEED A LEARNING CONTRACT?**

1. To clarify internship position, responsibilities, and duties so that both you and your supervisor at work have an agreement and understanding of the position.
2. As a guide for your personal goals so that you can identify what you intend to accomplish during the internship.
3. An agreement between E-town College, your supervisor, your department internship coordinator/faculty sponsor and yourself, to know about everyone’s responsibilities and expectations, and to prevent unforeseen problems during the work experience.

**INSTRUCTIONS FOR COMPLETING THE LEARNING CONTRACT**

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| **FIRST**: Review the syllabi for each option available. Your options are:  BA470 (0 credit) BA473 (3 credits)  BA471 (1 credit) BA474 (4 credits)  BA472 (2 credits)  *The major differences are the amount of hours worked & the academic work expected.*  **SECOND**: Download the forms from the Department of Business website [http://www.etown.edu/depts/business/internships.aspx] and complete. **TYPE ALL OF YOUR RESPONSES**. |

1. IDENTIFICATION INFORMATION. **Fill out completely and accurately**; this information is necessary.

* *Note for Employer Name (#3):* **Attach a separate sheet***.* The employer should complete the Employer Information Form and include it with the Learning Contract submission.
* *Note for Job Description (#4):* **Attach a separate sheet.** This should include in detail your role, duties, and responsibilities. Your supervisor at the site should provide this information to you.

1. LEARNING OBJECTIVES: **Explain what you want to learn.** Provide concrete, measurable terms. Some examples of specifics to include are:
2. **Career / Occupational**

* job exploration, knowledge of field
* qualities needed for specific career fields
* types of graduate degrees
* career paths, job markets, professional/community organizations

1. **Technical Skills/Knowledge**
   * + terminology, techniques, policies, procedures‑‑specific to job
     + application of skills‑‑i.e. art skills, marketing principles, behavioral
     + analysis, computer programming, foreign language skills
2. **Personal Development Objectives**
   * + listening skills, public speaking, conversation techniques
     + self‑confidence, dealing with conflict, team‑work
3. **Organizational Activity Objectives**
   * + management/supervisory styles, exercise of authority
     + interdepartmental communications
     + employee motivation, ethics, formal and informal office procedures
4. LEARNING ACTIVITIES: **Describe how you will learn/reach each of the learning objectives.** Examples of activities to include: projects, research, conversations, readings, staff meetings, on-the-job-training, observation of experiments, etc.
5. EVALUATION: **Describe how you and others (work supervisor, faculty sponsor) will know that you have achieved your learning objectives or made progress toward them.** NOTE: At the conclusion of the internship, the employer needs to complete the Employer Evaluation Form and email/fax the form to the department internship coordinator/faculty supervisor, Hossein Varamini: [varaminih@etown.edu](mailto:varaminih@etown.edu) or 717-361-1487.

SIGNATURES: **Make sure to sign your completed Learning Contract and then ask your supervisor to sign the contract.** You need to keep a copy, give a copy to your supervisor and submit the typed & signed Learning Contract to the department internship coordinator/faculty supervisor **before** the registration deadline. The department internship coordinator/faculty supervisor will review the documents and, if approved, submit the forms to Registration & Records and you will be added to the appropriate section of the course. NO CREDIT WILL BE GIVEN FOR AN INTERNSHIP COURSE ON A RETROACTIVE BASIS.