BSAM Internship Overview

1. Overview
2. Quarters
3. Students completing Coms 498 or BA 398 in quarters have met the SAM 3910 Internship requirement
4. Semesters –
5. SAM 3910
6. 120 minimum site/project hours
7. Multiple internships can be completed.
8. Internship responsibility
9. Student initiated
10. Corporate web sites and intern database listings
11. OU, OU-L and faculty notices/contacts/networks
12. Student networks
13. Timing – you must have internship approved before you can register
14. Internship cover sheet and learning plan must be submitted and approved to be registered/permissioned into SAM 3910.
15. Corporate internships can be approved using company internship paperwork, job description, or internship applications.
16. Submit required paperwork (including resume) to Professor Hoyt (hoyt@ohio.edu)
17. Faculty assignments/requests – an OU-L faculty member will be assigned to you when your internship is approved
18. Resume and e-portfolio
19. Resumes are required and must be submitted with approval paperwork
20. E-portfolios are recommended
21. Interview
22. Many intern partners require an interview
23. BSAM Lancaster program is recommending to partners that they interview several potential interns
24. OU-L opportunities
25. Campus opportunities
26. inquire with Prof. Hoyt
27. inquire with other OU-L staff and administrators
28. Internship Types
29. Corporate Internship – This type of internship is based with an internship partner, is an established internship program including application processes, standardized internship forms, and internship position description. The primary responsibility for the internship design is with intern **partner** and **student** (with faculty sign off)
30. Project Internship – This type of internship is based on an approved project completed **with** the partner. These projects can be individual, pairs, or a team internship. This internship must have a project scope, deliverables, and schedule approved. The primary responsibility for the internship design is with **faculty, partner, and student.**
31. Individual Project Internship – This type of internship is based on an approved project completed **for** a partner…presenting a project to a partner. This internship must have a project scope, deliverables, and schedule approved. The primary responsibility for the internship design is with **faculty and student** (with partner input). Examples of these types of projects include market research or other survey work, promotional material design work, etc.
32. Objectives
33. Learning objectives – an internship should provide an opportunity to stretch what you know about an area of management, industry sector, or organization. The student plays the primary role in achieving this objective. These objectives can and will be measured as part of the internship experience.
34. Career objectives (applied management) – an internship should provide an opportunity to experience management activities (decision making, planning, organizing, etc.) with specific outputs and outcomes. Achievement of these objectives can and should be measured by potential employers as evidenced by your demonstration of what you can DO…as represented by portfolio and interview conversation.
35. Requirements
36. 120 hours minimum – based on OU credit hour formula of 2 outside class hours for every 1 in-class hour. 2.66 “in-class hours and 5.32 out of class hours” = 8 hours per week for 15 weeks. The 120 hours can be redistributed but must equal a minimum of 120 hours…some intern partners may require more hours. The hours can be distributed between direct site/project work, supporting work, and reflection/assignment activities. Site/project target hours is 80 hours of the 120. 2.5 gpa, permission required, and BSAM major (must be formally in the program)
37. Internship site supervisor
38. Faculty supervisor
39. Position description or project scope and deliverables statement/contract
40. Activity log
41. Internship reflection (including internship resume blurb and/ or e-portfolio post)
42. Evaluation (site supervisor, faculty advisor, and intern self evaluation)
43. Scope change – any deviations from the signed off internship cover sheet must be approved (site supervisor and faculty supervisor) and recorded by a change of scope addendum.
44. Assignments
45. Internship dependent (hours, activities, outputs)
46. Objectives dependent (learning and career objectives)
47. Agreed upon and part of internship contract cover sheet (student, faculty, partner)
48. Additional assignments could include but not limited to industry sector report, career exploration search, readings, analysis papers, formal presentation to client or faculty supervisor.
49. Forms
50. Internship contract cover sheet (OU-L’s)
51. Corporate internship paperwork (if applicable)
52. Learning plan
53. Position description/project scope and deliverables statement
54. Activity log
55. Reflection/closure plan