

Binghamton University School of Management

Graduate Internship Program Guidelines

Internships are posted in the Internships Opportunities Notebook located in the School of Management Advising Office, Academic A, Room 142. (Students also have the choice of investigating internships opportunities through own initiatives).

Internship Process

- 1) Student selects internship and contacts employer to arrange interview.
- 2) Student interviews with employer and is accepted.
- 3) Internship contract completed and signed by employer and intern.
- 3) Student submits Internship Contract along with completed internship registration form to Assistant Director of Graduate Advising for processing. Assistant Director forwards to Associate Dean for review and signature. If approved, Assistant Director of Graduate Advising registers student and forwards confirmation of registration to student.
- 4) Student is expected to work 12-15 hours per week with host organization to obtain the 4 credits for the internship. (For the ten-week summer session, expect to work 26 hours per week for 4 credits).
- 5) At completion of internship, student submits to Assistant Director of Advising: 1) a detailed paper (executive summary) describing internship experience as well as what student learned from this internship; and 2) completed Student Intern Evaluation form.
- 6) Employer submits Employer Evaluation Form to Assistant Director of Advising.
- 7) All materials forwarded to Associate Dean for review and grading.

Additionally the following apply:

- 1) Student must be a matriculated graduate student in the School of Management
- 2) Maximum number of credit hours applied towards internship is 4
- 3) No more than 4 credit hours of internship study can count towards master's degree
- 4) Grading is based upon "satisfactory/unsatisfactory" **and is determined by performance evaluation submitted by employer.**
- 5) Internships **cannot** be conducted at student's place of employment
- 6) Student may NOT receive both credit and monetary compensation during the academic year. Student may receive credit and monetary compensation during the summer.
- 7) Internships beginning mid-semester will be credited towards the following semester.
- 8) Internship credits cannot be applied towards concentration
- 9) International students must secure authorization from ISSS for permission to pursue internship. Students on F1 or J1 status who begin internship or employment without prior authorization may be in violation of federal immigration regulations.

Internship Paper

Your internship paper should discuss the following items:

- 1) Did the job done meet the description of work?
- 2) Was your supervisor (1) professional (2) helpful at training (3) provide adequate feedback on performance
- 3) Summarize your work activities and outcomes
- 4) What did you learn from this internship?
- 5) What was most important in terms of learning in this internship? Why?
- 6) What was least important? Why
- 7) Would you want to work for the company? Why/Why not
- 8) Other comments

Deadline:

Please submit to:

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