

Neeley School of Business
Application for Internship for Academic Credit

The Neeley School of Business recognizes the need for students to obtain work experience through job opportunities. Work experience gained while in college will enable graduates to fulfill “previous work experience” requirements most employers require for full-time positions. It is also recognized that students with previous work experience have many advantages over those students who have none.

Generally, students seek internships for two reasons. First, many students seek both the experience as well as the financial incentives. Second, some students desire to have academic credit earned toward their degree from their work experience.

The Neeley School offers an opportunity for students to earn *academic credit for their internship experience. The School’s first priority in this regard is that the internship offers academic substance that is worthy of college credit. To enroll in the course for credit, the student must 1) be admitted to Neeley, 2) apply for the course through this application packet, 3) ask their employer to detail the work experience to be completed and 4) must get application approved by the course instructor. **Students may repeat the internship course for credit only once for a maximum of three credit hours.** Fall and Spring semester students must take the internship course concurrently during the semester of the internship, however students participating in a summer internship may only receive course credit if they enroll in the fall internship class since it is not offered in the summer. After successful completion of the internship and required course, the student will be awarded a Pass/No-Credit grade. The internship course is classified as BUSI 40010 Business Internship and is typically scheduled on Tues. and/or Wed from 5pm-5:50pm. Check with the Alcon Career Center for specific course section information.

*Please note that credit hours count as upper-level general business electives, NOT as elective hours towards your major.

*Please note that the completed application packet **for summer interns** must be received in our office no later than second Friday in June since some assignments are to be completed during the summer months.

Internship opportunities can be structured for International students who desire to get work experience with domestic companies in their major field of study. The major provision for such internships is that the internship is taken as part of a course requirement. The only way credit can be earned is to take the internship course concurrently with the internship or immediately after in the case of summer internships. Work performed by the intern **must** align with the student’s major.

***Please note for International students:**

- International students may work a maximum of 20 hours a week during the fall and spring semesters.
- In addition, International students are required to complete the Curricular Practical Training (CPT) form through the International Student Services Office before permission is given to enroll in the internship course.
- Since the internship course can be taken twice, International students have two opportunities to receive credit hours for a maximum of three.

Approval must be obtained by the following staff members following completion of the above note steps:

Jessica Cates, Instructor
Sumner Hall, NEEL 2211, 817-257-5572
j.cates@tcu.edu

***International students must obtain CPT approval from Dean Muller prior to obtaining additional signatures**

Lynn Muller, Assistant Dean
Sumner Hall, NEEL 2211, 817-257-7522
l.muller@tcu.edu

***Please email ALL completed forms to Julie Reynolds, julie.reynolds@tcu.com, to obtain signatures**

Internship Requirements for Academic Credit

To be formally receive academic credit, the student:

- Must be admitted into the Neeley School of Business.
- Must have at least a 2.5 grade point average.
- Must not be graduating prior to the completion of the internship course.
- Must complete all three (3) parts the Internship Application, the CPT form (if applicable), and obtain approvals prior to beginning work.
- Must submit the completed Internship Application packet and CPT form (if applicable) either in person or email to Julie Reynolds, julie.reynolds@tcu.edu, in the Alcon Career Center, Sumner Hall NEEL 2211, prior to beginning work to receive permission number.
- Must enroll in the fall or spring internship course. Permission numbers are issued through the Alcon Career Center after all paperwork has been signed and returned to the career center.
- Must successfully complete the approved internship.
- Must successfully complete the internship course.

Internship employment criteria includes:

- No more than 10% of the intern's activities can be clerical in nature (i.e. in a 20 hour work period, no more than 2 hours can be dedicated to clerical activities). Clerical includes such activities as filing, making copies, mail room activities, etc.
- At least 90% of the work activities must be related to the intern's academic area of interest.
- The job duties should be commensurate with the intern's academic qualifications.
- The employer will permit the intern to prepare a written case about the business as it relates to the intern's area of employment.
- The employer will agree to provide the intern with information that would be helpful in preparing a written case about the employer's business.

Internship course requirements will include, but are not limited to:

- The student will keep a journal of activities during the term of the internship, beginning on Day 1 on the job until the last day of the internship.
- The student will prepare a formal written case concerning his/her observations and analysis of the employer's operations and business practices.
- The intern will make a presentation of his/her case to the internship class.
- Students who fail to complete an internship (i.e. quit or are terminated) can expect negative implications on their course grade including assignment of a failing grade.

Internship Mentor

Every workplace environment has its own culture and methods for accomplishing its corporate purpose. Employees are free to choose whether that environment fits their personal needs and ethical values. Often, any differences between the corporate culture and individual values will not be known until the employee has spent some time on the jobs. These differences can be a result of observations of the overall cultural environment or sometimes by an individual within that organization.

We want the interns to know that if they have an issue, either with the overall corporate environment or with an individual(s) in that environment, that they may contact Alcon Career Center for advice and guidance. Each situation is dealt with on an individual basis.

Student Agreement

Please read and initial each item.

Initials

Prior Approval Requirements

To formally receive academic credit, the student:

- Must be admitted into the Neeley School of Business.
- Must have at least a 2.5 grade point average.
- Must not be graduating prior to the completion of the internship course.
- Must complete all three (3) parts the Internship Application, the CPT form (if applicable), and obtain approvals prior to beginning work.
- Must submit the completed Internship Application packet and CPT form (if applicable) to the Alcon Career Center prior to beginning work to receive permission number.
- Must enroll in the fall or spring internship course. Permission numbers are issued through The Alcon Career Center after all paperwork has been signed and returned to the Alcon Career Center.
- Must successfully complete the approved internship.
- Must successfully complete the internship course.

*Credit will not be awarded for the course if the student quits or is terminated by the employer.

Deadlines for Approval

Fall Internships

Students must submit all approved internship approval forms and enroll in the internship class no later than the deadline to add classes for the fall semester.

Spring Internships

Students must submit all approved internship approval forms and enroll in the internship class no later than the deadline to add classes for the spring semester.

Summer Internships

Students must submit all approved internship approval forms not later than **the Friday of the second week of June** for summer internship opportunities. Students will then pre-register for the internship course offered in the fall semester.

Enrollment Requirements

BUSI 40010 is a variable credit hour course. Students may enroll in one to three credit hours.

Permission to enroll in the internship course will not be given until all required documents are approved and submitted to the Assistant Dean (if applicable), the internship course instructor, and the Alcon Career Center.

International Student Requirements

Students are allowed to work in an approved internship for a maximum of 20 hours per week during the fall or spring semester. Required documents for the internship approval include the approved internship application and the Curricular Practical Training (CPT).

***Final approval for enrollment in the course will not be given without an approved CPT form. The internship application must be approved before the CPT is reviewed.**

Employer Agreement

Company / Organization Name: _____

Intern's job title: _____

Dates worked: _____

Learning Objectives (Provide the goals and objectives that the employer and student hope to achieve during the internship): _____

Project / Job Description (We encourage supervisors to help the intern find a least one ongoing project for which he/she will be responsible for throughout the internship):

Expectations (For example, work style, communications skills, critical thinking, academic preparation, and work attitudes, etc.): _____

Employer Contact Name: _____

Title: _____

Signature: _____

Date: _____

Internship Goals

Name: _____ Date of Application: _____

Student ID #: _____ Major(s): _____ Grad Date: _____

Accepted to Neeley School? Yes _____ No _____

Telephone Contact: _____ Email: _____

Company / Organization name: _____

Company / Organization address: _____

City _____ State _____

Contact Information: Supervisor: _____ Job Title: _____

Telephone: _____ Email: _____

Job Description (Describe the work you will be doing): _____

Identify three learning goals you would like to accomplish during your internship (i.e. What have you learned in your major classes that will help you reach these goals?):

1. _____
2. _____
3. _____

How will you measure your success in achieving these goals?

1. _____
2. _____
3. _____

Number of credit hours you are requesting for this internship: _____

Approved _____ Not Approved _____

Approved by: _____ Date: _____
Jessica Cates, Instructor