



## MANAGEMENT INTERNSHIP PROGRAM

# MIP

University of Pittsburgh at Johnstown  
Department of Management



April 7, 2005

# Table of Contents

Program Policies and Procedures.....	1
Catalog Descriptions.....	1,2
Marketing / Management Internship	
Accounting Internship	
Finance Internship	
Management Independent Study	
Student Information.....	3
Learning Objectives.....	3
Student Benefits.....	3
Student Eligibility.....	3
Course Prerequisites.....	4
Student Responsibilities.....	4
Before the Internship.....	4
During the Internship.....	4
On Campus.....	5
Withdrawing from an Internship Assignment.....	5
Finding an Internship.....	5
Application Deadlines.....	6
Participating Companies.....	6
Specific Course Requirements.....	7
Evaluation Criteria.....	7
Faculty.....	7
Supervisor.....	8
Internship Request Form and Attachment 1.....	9,10
Management Internship Requirements for credit.....	11

## Management Internship Program Directory

Douglas K. Reed

109 Krebs Hall

**Coordinator:**

814-269-2936

814-269-2990

[dougreed@pitt.edu](mailto:dougreed@pitt.edu)

## **Program Policies and Procedures**

Management education strives to provide students with a balance between theory and "real world" applications. The traditional classroom partially achieves this balance for students through varied pedagogical methods such as role-play, exercises and case studies. However, these valid learning techniques cannot duplicate the dynamic environment in which managerial decisions are made.

The Management Internship Program provides students with an experiential learning opportunity. Internships provide students with the opportunity to apply "theory" in the dynamic environment of an organization. Through the participating companies, students achieve professional work experience under the mentoring of managerial practitioners and faculty.

Students in the Management Internship Program must participate in several seminars conducted by the assigned Internship faculty. Additionally, students must complete a minimum of 150 hours (10 hours per week for 15 weeks, the length of the semester) working at a host organization. Students desiring to work beyond the 150-hour minimum must have the approval of the individual's Academic Advisor, Internship Coordinator, and Host Organization Supervisor.

Students may apply the credits earned in the Internship course as one of the required electives in within the Management, Financial, Accounting, Marketing or MIS disciplines.

The Management Internship Coordinator, or other faculty designee, serves as the assigned faculty for the internship course during a specific semester.

## **Catalog Description**

### **1671 / 1686 MARKETING / MANAGEMENT INTERNSHIP**

**3 credits**

The marketing / management internship uses the work place as a living laboratory for students to study in depth a managerial discipline. An internship is primarily an academic experience, not a part-time or full-time job, in which students work for a firm or organization under a supervisor and faculty sponsor to achieve specific educational objectives. Thus, a student earns degree credits for what is learned, not for work performed for the internship supervisor. Prerequisite: Business major admitted into the upper division with an approved Management Concentration and the approval of academic advisor and instructor.

**1286 ACCOUNTING INTERNSHIP\***  
**(formerly Practicum 1-Accounting)**

**3 credits**

A beginning level internship experience in which students provide technical expertise in accounting to business, industry, government, or nonprofit organizations. An internship is primarily an academic experience, not a part-time or full-time job, in which students work for a firm or organization under a supervisor and faculty sponsor to achieve specific educational objectives. Thus, a student earns degree credits for what is learned, not for work performed for the internship supervisor. Prerequisite: Business major admitted into the upper division with an approved Accounting Concentration and the approval of academic advisor and instructor.

**1486 FINANCE INTERNSHIP\***  
**(formerly Practicum 1-Finance & Information Systems)**

**3 credits**

A beginning level internship experience in which students provide technical expertise in Finance to business, industry, government, or nonprofit organizations. An internship is primarily an academic experience, not a part-time or full-time job, in which students work for a firm or organization under a supervisor and faculty sponsor to achieve specific educational objectives. Thus, a student earns degree credits for what is learned, not for work performed for the internship supervisor. Prerequisite: Business major admitted into the upper division with an approved Finance Concentration and the approval of academic advisor and instructor.

*\* Denotes that these titles and descriptions are under consideration as the new and proposed revised versions.*

**1683 MANAGEMENT INDEPENDENT STUDY**

**1 to 6 credits**

The student undertakes, under specific conditions, an independent program of study, research, or creative activity usually off-campus and with less immediate and frequent guidance from the sponsoring faculty member than is typically provided in directed reading and directed research courses.

The **MANAGEMENT INDEPENDENT STUDY** opportunity provides an unique opportunity for organizations to request an intern to work on a specific one time project (requiring a minimal 50 hours of work or a greater amount in 50 hour increments). *NOTE:* 50 hours of work translates into 1 credit hour. A student can also augment the formal 3 credit INTERNSHIPS as described above with additional credits if those assignments extend past the 150 hour base requirement.

***The host organization has sole responsibility for deciding whether an intern receives monetary compensation. This fact must be disclosed to the student prior to acceptance of the internship assignment.***

## **STUDENT INFORMATION**

### **Learning Objectives**

The student will demonstrate professional ability in managerial competencies by:

1. Integrating academic knowledge with practical experiences to solve organizational issues.
2. Demonstrating professional, interpersonal skills to be a productive member of the host-company.
3. Applying professional, communication skills to be a productive member of the host-company.

### **Student Benefits**

Students realize several benefits from the Management Internship Program.

- Applying academic knowledge with "real-world" experience.
- Examining career opportunities through hands-on experiences
- Networking with practitioners in the functional discipline
- Participating in the dynamics of an organization

### **Student Eligibility**

To be eligible for the Management Internship Program, students must:

- Be a Business Major with an approved Management Concentration.
- Complete the appropriate course prerequisites (See below)
- Have a minimum 2.5 quality point average (QPA); if less than 2.5, approval by Departmental Advisor and Internship Coordinator required.
- Submit an application for an internship one semester prior to the term in which the internship begins

## Course Prerequisites

Students must complete, or be concurrently enrolled in, the following courses:

Required general courses for all Internships	
BUS 500 Principles of Management BUS 510 Principles of Marketing	BUS 400 Business Information Systems
BUS 115 Accounting Principles BUS 300 Principles of Finance	BUS 1520 Organizational Behavior
Required courses for Marketing Internships	
BUS 1560 Marketing Management	BUS 1535 Marketing Research
Required courses for Information Systems Internships	
BUS 1410 Database Management	BUS 1430 Programming Languages

## Student Responsibilities

Students participating in the Management Internship Program have several levels of responsibilities.

### Before the Internship

Students are responsible for attending the following workshops prior to submitting the Management Internship Application Form or schedule an appointment to discuss requirements with the internship coordinator.

- Resume Preparation
- Management Internship Orientation

Students are responsible for submitting the necessary documentation required by the University or host organization prior to the stated due dates. Forms submitted after the due dates may delay the Internship experience.

### During the Internship

First, and foremost, the intern remains a student at the University of Pittsburgh at Johnstown. The student maintains course responsibilities as outlined in the course syllabus and other university documentation. Additionally, the student has the duties and responsibilities of being an employee of the host organization. As such, the student follows the host organization's procedure for reporting work-related incidences (e.g., absences, accidents, unethical activities, sexual harassment, discrimination, etc.). Students should also report these work-related incidences to the Management Internship Program Coordinator immediately.

## **On Campus**

The Management Internship is an academic course with the work environment serving as the "classroom". Students have the responsibilities for following the academic requirements outlined in the course syllabus. Generally, students can expect the following course responsibilities:

1. Attend the seminars conducted by the Internship Coordinator assigned Internship faculty.
2. Submit a weekly e-report to the Internship Coordinator or assigned Internship faculty.
3. Submit a five to ten page term paper summarizing the Internship experience and how this experience supplemented the academic work completed at University of Pittsburgh at Johnstown.
4. Present an oral report summarizing the Internship experience at last scheduled Internship Seminar. Students should expect to make a professional presentation since the Management faculty and the host organization will be invited to this concluding seminar.

## **Withdrawing from an Internship Assignment**

Internships represent a unique arrangement with the University and the business community. Due to this arrangement, a student may withdraw **only** in severe and justifiable circumstances as determined by the Management Internship Program Coordinator in consultation with the host-company. An approved withdrawal from the internship may involve loss of tuition and the risk of academic penalty. If a student receives an approved withdrawal from an Internship, the student may apply for another internship opportunity in a future semester.

## **Finding an Internship**

Internships have become an important recruiting tool for companies throughout the nation. Many companies list potential internships on their company home pages. The primary focus of the Management Internship Program at University of Pittsburgh at Johnstown is to partner with the local community in providing an educational laboratory for our students. Students should not overlook these national internship opportunities; however, students requesting this type of internship will require special prior approval from the Management Internship Program Coordinator to receive academic credit

Students seeking internships within the local community should review the list of participating companies at the Management Internship Program office. Students should be aware they are not alone in seeking internships with a participating company. Many of the area colleges offer an Internship course within their respective curriculum.

Finding an internship requires the student to complete several steps.

1. Students need to review the current listing of Internships in the Management Internship Program office
2. Submit to the Management Internship Program office:
  - a) Internship Request Form
  - b) Current resume
  - c) Cover letter addressed to the host-company highlighting the student's desire for an internship within the host-company.

Copies of the Internship Request Form are available at the Management Internship Program Office (Krebs 109) or from the INTERN communication board in the Social Science hallway of the Krebs Building.

## Application Deadlines

The following table provides students with a schedule to assist in planning their academic course load per semester. Students unable to meet these deadlines may find delays in their Internship experiences. **Note:** *Many local and national companies announce internship opportunities on a continuous basis. Students seeking Internships announced after the scheduled deadlines, should contact the Management Internship Program Coordinator.*

Internship Semester	Internship Application Deadline	Internship Approval
Fall	October 1	October 15
Spring	February 1	February 15
Summer	June 1	June 15

## Participating Companies

A list of local companies offering internship opportunities may be found in the Management Internship Program Office (Krebs 109).

## **Specific Course Requirements**

- 1) A detailed written narrative on the entire internship work experience including:
  - a) A brief description of the organization
  - b) What work was performed (projects)
  - c) What was learned from the experience
  - d) What was applied from University of Pittsburgh at Johnstown class work
- 2) Weekly emails in the form of an electronic progress reports on your experience.
- 3) A digital photograph of the intern and site supervisor in a work setting
- 4) A signed letter of recommendation from you supervisor on the organization's stationary.
- 5) A 5 minute power point presentation developed from the content of item 1 (above). Presentation to be at the "Evening of Internship Presentations" or during and introductory management class.

## **Evaluation Criteria**

### **Faculty**

The Management Internship is an academic course offered by the University of Pittsburgh at Johnstown. Students registered for this course through the Registrar receive academic credit. As such, a University of Pittsburgh at Johnstown Department of Management faculty member is assigned the Management Internship as part of their faculty responsibilities. In this capacity, the faculty member maintains sole responsibility for the final assessment of the grade.

The course syllabus will identify the specific grading criteria for the course. Generally students should expect their grade is based, in part, on their demonstrated ability in a variety of managerial competencies. As such the student will receive a holistic evaluation of their internship from a variety of perspectives. This performance system will include as a minimum the student's site supervisor, the UPJ Department of Management internship faculty member, and the student.

## **Site Supervisor**

Host-companies provide students with a learning laboratory. Additionally, the host-company agrees to provide a supervisor for the student during the internship. The site supervisor:

1. Is the immediate supervisor for the student during the Internship assignment. This includes providing performance evaluation feedback during and at the conclusion of the Internship (A signed Letter of Recommendation on Corporate stationery by the host supervisor will suffice as the concluding performance documentation).
2. Collaborates with the assigned university faculty member and the student to develop work assignments that meet specific learning objectives.

# Internship Request Form

## University of Pittsburgh at Johnstown



### *Student Information*

_____		_____	
Last Name	First Name	M.I.	ID #
Address _____			
_____			
City		State	Zip
Phone _____		Email _____	
Major _____		GPA _____	Date of Grad _____
Academic Advisor _____			

**I request approval of this Internship for the following semester:**

Term (Semester)    FALL 20 \_\_\_\_    SPRING 20 \_\_\_\_    SUMMER 20 \_\_\_\_

**I have attended the following workshops:**

	Date
Resume Preparation Workshop	_____
Management Internship Orientation	_____
Conference with Management Internship Coordinator	_____

**(Attachment 1)**

I have completed, or concurrently enrolled in, the following courses:

<b>Required general courses for all Internships</b>			
<b>Course</b>	<b>Term</b>	<b>Course</b>	<b>Term</b>
BUS 500 Principles of Management or BUS 510 Principles of Marketing		BUS 400 Business Information System	
BUS 115 Accounting Principles BUS Principles of Finance		BUS 1520 Organizational Behavior	
<b>Required courses for Marketing Internships</b>			
BUS 1560 Marketing Management		BUS 1535 Marketing Research	
<b>Required courses for Information System Internships</b>			
BUS 1410 Database Management		BUS 1430 Programming Language	

**Host Company Information**

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Hrs/Wk \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Total Wks: \_\_\_\_\_

**Approval Signatures**

Student \_\_\_\_\_ Date \_\_\_\_\_  
 Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_  
 Internship Coordinator \_\_\_\_\_ Date \_\_\_\_\_



## Management Internship Program Requirements

1. a) Approved Resume *all interns*; b) Interview Coaching (only if *not* already placed)
2. Upon placement with an organization, weekly emails relating your activities should be sent to dougreed@pitt.edu. Please cite the following: hours worked, tasks, assigned projects and your host supervisor's name and title.
3. The required hours to work at an approved placement (organization) is 50 hours per registered credit. Three credits = to 150 hours of work.
4. A digital photo (jpeg, jpg) should be provided with you (intern) and your host supervisor, co-workers may be included. Creativity background for picture is encouraged.
5. A 7-10 page paper prepared and to be submitted at the end on the internship. Paper should provide the following information.
  - a. A brief description of the organization.
  - b. What you did.
  - c. What you learned from the experience (specifics).
  - d. What you applied from you UPJ studies (ex. Organizational Behavior, Principles of Management, Accounting, Finance, Marketing or MIS etc.).
6. Letter of recommendation signed by host supervisor on corporate letterhead (two originals).
7. A five minute power pointed presentation on your paper content (number 5 above). Presentation to be delivered at the close of the internship, usually the week before Finals Week. Note: *No presentation required during summer internship.*

**GRADES:** **S** Completed all requirements listed above, **Passed**  
**G** Incomplete some requirements not fulfilled  
**U** Unsatisfactory effort, **Failed**  
**W** Withdrawal

I understand and agree that the satisfactory completion of all 7 items above will yield **S** grade. If any of the 7 items are not finished, a **G** grade will be submitted. All incomplete items must be completed before the end of following term for the **G** to convert to S.

NOTE: You cannot receive your diploma for graduation with a G grade on your academic record.

**Intern name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Internship Coordinator** \_\_\_\_\_ **Date:** \_\_\_\_\_

