

Course designation: BUSA 4903 (3 hrs.), BUSA 4906 (6 hrs.)

Course Title: GEORGIA INTERN PROGRAM IN BUSINESS ADMINISTRATION

The intern program is designed to give business majors an opportunity to experience the business environment prior to graduation. The experience should be similar to the responsibilities expected of new college graduates. Valuable internships are available in both the private and public sectors. Students are responsible for obtaining their own internships, and the compensation arrangement is between the intern and the employer. **The Internship Program is not designed to give credit for existing work at your present employer but is intended to broaden a student's experience in a new separate business environment.** The internship is clearly NOT DESIGNED to award academic credit for life work experience.

NOTE: ALL CREDIT HOURS EARNED FOR THE GEORGIA INTERNSHIP PROGRAM WILL BE APPLIED TO ELECTIVE CREDITS ONLY.

ELIGIBILITY:

The student must have completed Area F of the Core Curriculum and must have a minimum of junior classification. The student must have a minimum cumulative GPA of 2.50 and a 2.50 GPA in the common professional core and courses taken in his/her major. The work performed and the nature of the job must be clearly relevant to the student's academic study in the judgment of the Georgia Internship Committee, School of Business. Upon approval by the Georgia Internship Committee, the internship is administered by the Associate Dean of the Business.

REQUIREMENTS:

1. Obtain a host employer. The student may want to contact the Placement Office (X1951); this office receives inquiries regarding the availability of potential interns. **This is the student's responsibility.** A letter from the host employer must be obtained and forwarded to:

Associate Dean
Mike Cottrell School of Business
North Georgia College & State University
Dahlonega, GA 30597

The letter should state the student's job responsibilities, the approximate number of hours expected to work and the approximate length of the internship.

2. Complete the appropriate Application for Georgia Intern Program. Choose the application whose course number corresponds to the hours of academic credit being sought (i.e., BUSA 4903 for 3 hours).
3. Register with NGCSU for the appropriate course (as agreed upon with the Associate Dean), BUSA 4903, BUSA 4906, BUSA 4909, or BUSA 4912. Pay student fees as applicable.
4. Write an opening essay describing expectations of the internship and give a proposed topic for the formal paper. (see #6 below) (One page)
5. Present the application and the opening essay to the Associate Dean of Business (for approval or disapproval) no later than two weeks prior to the first day of classes for the academic semester in which the internship will be undertaken. The application and credit hours will then be reviewed by the Georgia Internship Committee for approval or disapproval.
6. Maintain a Journal of Activities during the internship. You must document the activities included in each day's work; therefore, students should include an entry to their Journal of Activities for each day's work. Entries should include a brief description of tasks performed. Do not include any client or customer names or any other confidential information in the Journal. If in doubt as to acceptability, check with your employer. The Journal of Activities must be turned in to the Associate Dean no later than two weeks prior to the last day of classes for the academic semester in which credit is to be received.

1. Write a formal report on the topic previously approved by the Associate Dean. (See item 4 above.) The report topic should relate to the work duties as well as outside readings/research. The report should cite outside readings in a clear, concise manner. The report must be at least 8 pages if you are seeking 3-semester hours' credit (BUSA 4903) or at least 15 pages if you are seeking 6-semester hours' credit (BUSA 4906). The report must be grammatically correct and written in a clear, concise writing style. The formal report must be submitted electronically (MS Word or pdf format) to the Associate Dean no later than two weeks prior to the last day of classes for the academic semester in which credit is to be received.
7. Write an Assessment Essay (one to two pages, printed copy) describing the degree of actual accomplishment of your learning objectives for this experience. That is, compare and contrast what you expected to learn from your internship experience with what you actually learned. The Assessment Essay must be turned in to the Associate Dean no later than two weeks prior to the last day of classes for the academic semester in which credit is to be received.
8. Request that your immediate employment supervisor complete the Performance Evaluation of Student Intern form and return it directly to the Placement Office (Career Services). (Note: Career Services will mail the Performance Evaluation form directly to your employer to allow ample time for completion. **The student must be sure the Associate Dean or Career Services has accurate information concerning name and address of immediate supervisor**). The completed Performance Evaluation must be received by Career Services no later than the last day of classes for the academic semester in which credit is to be received.
9. Unless otherwise noted all correspondence should be submitted to:

**Associate Dean
Mike Cottrell School of Business
North Georgia College & State University
Dahlonega, GA 30597**

Note: All credit hours earned through the Georgia Internship will be applied to elective hours only.