



Graduate Programs Office Internship Program

Highlights of Requirements and Restrictions

If you plan to secure a position, whether part-time or full-time, which is directly related to your Masters degree, you may be eligible to receive 1 – 8 units, depending on your program restrictions.

Requirements: (see complete internship program description for further details)

- Identified relevant internship that offers graduate level challenges
- Submission of a comprehensive job description
- Completed and signed Internship Contract
- Approval from a Faculty Advisor and the Graduate Program Office
- Registration in GSB 539 during quarter(s) in which you will be doing the internship
- Completed Professional Report at conclusion of internship
- Completed Employer's Report at conclusion of internship

Restrictions (see complete internship program description for further details)

- Credit is not available on a retroactive basis!
- All initiation requirements must be completed in time to meet the add/drop deadline for the quarter(s) in which the internship will be done
- The number of allowable units will depend on the student's program of study
- Credit will **not** be granted if completion requirements are not satisfied
- Students on Academic Probation may not participate in an internship for credit

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
Orfalea College of Business
Graduate Programs

San Luis Obispo, CA 93407
(805) 756-2601

GSB 539 - INTERNSHIP PROGRAM

The Internship program in the Orfalea College of Business Graduate Programs is designed to further the education of qualified students, in areas directly related to their career goals, by providing an opportunity for them to integrate formal classroom education with on-the-job experience in a professional environment. This program can have lasting benefits for participating students by allowing them to broaden their skills and relate theories and principles learned in the classroom to actual operations and practices.

Because the Internship is part of the student's education, there is no obligation on the part of the firm to offer the intern a permanent position upon graduation. Also, in the event an offer is extended to the intern, there is no obligation on the part of the student to accept.

In order for a Internship program to be successful, every party to the agreement must be fully cognizant of their duties and obligations. For this reason, the Graduate Programs Office has established certain minimum qualifications for interns and recognizes certain moral and ethical considerations that become inherent responsibilities of any student admitted to the program.

EMPLOYER OBLIGATIONS

While active as a Internship/Intern, the student will be under direct supervision. Since the Internship/Intern will assume the position of a temporary employee, it is expected that the Internship/Intern will be subject to the same disciplinary action as company policy dictates for other temporary employees. If performance is determined to be unsatisfactory, the employer may, upon notification of the academic supervisor, discharge the Internship/Intern. Under such conditions, the intern will receive the grade of "No Credit" for the internship.

Employer Obligations to the Intern

In consenting to serve as a participant to the internship program, the employer should recognize their obligation to the intern by making the program a worthwhile educational experience. The employer must agree to provide the intern with employment experience commensurate with the skills, talents, and aspirations of the intern. The internship is, after all, part of an graduate level educational program and should be viewed as such. Thus, it is expected that the employer will provide the academic supervisor of each intern with an outline of duties, departments and/or activities the intern will be involved with.

Benefits, such as insurance, worker's compensation, etc., are not considered required forms of compensation for an intern. Any such benefits the employer may provide are so provided at the sole discretion of the employer.

Employer Obligations to the University

Although the employer's primary responsibility lies with the intern, there also exists an obligation regarding the employer's relationship with the Graduate Programs Office. This obligation is concerned with the filing of reports on the progress of the intern.

For any off-campus educational experience to be properly conducted, it is necessary that a final report be filed with the Graduate Programs Office by the student's supervisor. Attached to this package is a short report form which **must** be completed by the supervising company. The Graduate Programs Office asks that the employer make a conscientious effort to return the report at the time so noted.

STUDENT RESPONSIBILITIES AND OBLIGATIONS

Students may seek out or develop their own internship opportunities. These **must** be approved by the Graduate Programs Office **before** the beginning of the internship.

Process:

- Pick up this Internship packet at the Graduate Programs Office or download from the Graduate Programs website.
- Make an arrangement with your potential employer and get a written job description, or make up a description of duties with the employer and have the employer sign the Internship Contract.
- Identify and gain agreement with desired faculty advisor and acquire required Advisor signature on Request for Call Number form.
- Bring the job description, Request for Call Number form and the completed contract to the Graduate Programs Office for approval. In order to receive credit, you **must** receive approval in **advance**.
- After receiving approval, the Graduate Programs Office will supply the correct call number for registration. Students **must** register for Internship units during the quarter they are actually working the Internship—you **cannot** register in a later quarter!
- **No** internship will be approved after 2:00 pm on the 2nd Friday of the quarter.

Students may earn between 1 and 8 units of Internship (credit/no credit). The number of units will be based on the nature of the work assignment, the number of hours worked, and the number of units allowed by the students program of study. The Advisor of the Graduate Programs Office will determine the number of allowable units. The charts below indicate the number of units you can earn, based upon the number of hours worked during the quarter.

Number of Units Number of hours worked during quarter

2 units	100 (10 hours per week x 10 weeks)
4 units	200 (20 hours per week x 10 weeks)
6 units	300 (30 hours per week x 10 weeks)
8 units	400 (40 hours per week x 10 weeks)

Professional Report

The student will be expected to submit a formal final report to his/her faculty advisor, with a copy to the Graduate Programs Office, no later than final examination week. In addition, the student will be responsible for "reminding" the organization-of-internship to complete a final progress report and to submit it by mail to the faculty advisor not later than the last week of the internship.

The Professional Report consists of a job description/task analysis and evaluation of the internship assignment including current company information. The Internship Professional Report is designed to give the student experience in writing professional reports, to encourage the student to reflect on his or her experience, and to gain additional educational benefits. The report will be evaluated on organization, content, and communication skills.

It is the students' responsibility to submit these required documents in a timely fashion and to insure that the process is completed.

General Guidelines

- Double spaced typing on only one side of 8 1/2" X 11" bond. Pages should be numbered consecutively, and each section should have a title. All illustrations should be captioned and binding should be by stapling in the upper left-hand corner.
- The body of the report should be a minimum of 1-2 pages for each unit of credit.
- An unnumbered title page including the following information in the order listed:

Report Title
INTERNSHIP PROFESSIONAL REPORT

Author's Name
Social Security Number (optional)
Major

Employer
Supervisor's Name
Supervisor's Telephone Number & Email

Work Assignment Quarters & Number of Units
Date Submitted

In partial fulfillment of requirements for:
Faculty Advisor - Course Number

Required Elements

1. Organization Description: Kind of business or service, products, history, functions and responsibilities of various departments; how the author's department fits into the overall organization; and facts about the employer (affiliates, locations, number of employees, etc.).
2. Task Analysis: Give your job title and outline your activities during the entire internship.
3. Relevance: Describe how your work assignment related to your field of study.
4. Responsibilities: Describe the type of responsibility you had while on your assignment. Give examples.

Please include the following in your report. Be as specific as possible.

1. Summarize the way those experiences relate to your academic program using course concepts from your graduate level classes. This section should be at least one page in length.
2. In what specific ways were these courses beneficial in preparing you for your internship experience? In what ways could they have better prepared you?
3. What technical skills did you gain as a result of your work assignment?
4. What equipment, tools, software applications did you use while on work assignment?
5. What theoretical concepts or conceptual knowledge did you apply during your work assignment?
6. What have you learned through your internship experience that is not traditionally learned in the classroom?
7. What do you consider to be the best aspects of your Internship experience? What concerns would you express to future students about going on Internship?
8. Discuss any problems you have encountered, and the way you solved those problems.
9. Explain what you would do differently if you had it to do over again.
10. In considering your total Internship, what activity or responsibility was most rewarding or valuable? Which was least rewarding?
11. Would you recommend your employer to another student considering a Internship? Why or why not?
12. Do you feel that the Internship provided you with experience beneficial to your overall education program?
13. Indicate the letter grade (A-F) which, in your opinion, best provides an overall evaluation of your Internship.
14. How could the Graduate Programs Office have helped to make the experience better?

Employer's Report

The Internship supervisor must complete the Employer's Report at the end of the internship. If the work assignment is for more than one quarter only one employer report is due at the end of the work assignment. The report must be submitted to the faculty advisor, with a copy to the College of Business Graduate Programs Office, no later than Friday of the second week of the quarter following completion of the Internship

It is the student's responsibility to advise the employer of this requirement and to insure that the report has been submitted and received by the faculty advisor and the Graduate Programs Office within the prescribed timeframe.

Grading

Students will receive a grade of RP (Report in Progress) at the end of the quarter, which will subsequently change to Credit/No Credit upon completion of the final report and submission of the employer's evaluation.

The faculty advisor will have sole responsibility for determining whether a student has successfully completed the internship. The supervising faculty member will make his judgment, in part from the report provided by the intern. In addition, the employer will evaluate the intern by completing a formal review of the intern's progress. This report will also serve as a basis for determining whether a student receives a "Credit" or "No Credit" grade.

Additionally, the student is expected to conduct himself or herself in an exemplary fashion while serving as an intern. As a representative of the student body of Cal Poly State University, the intern has the responsibility to act in a manner consistent with good citizenship and which will

reflect favorably on the university. Moreover, because the intern can be expected to be entrusted with positions of responsibility within the cooperating employer's firm, it is expected that all interns will complete the full term of their agreed internship. Except for unusual circumstances, withdrawal from the internship program at any time prior to the completion of the contract period will result in an automatic grade of "No Credit" for the number of units initially requested.

Extensions

Students may, by mutual agreement of all parties concerned, extend their normal one (1) quarter assignment to two (2) quarters. Such an extension will require:

- Registration for units in the corresponding quarter
- Amendment to Internship Contract
- Approval of the faculty advisor and the Graduate Programs Office

GRADUATE PROGRAMS OFFICE

Orfalea College of Business
Cal Poly State University - San Luis Obispo

INTERNSHIP CONTRACT

This agreement entered into this _____ day of _____, 20____, by and between _____, employer, and _____, employee, student in the Graduate Programs at Orfalea College of Business -Cal Poly State University.

1. The employee is to serve in the capacity of an intern with general responsibilities consistent with the purpose of the INTERNSHIP PROGRAM, and otherwise agreed upon by the academic supervisor and employing firm. A summary of the intern's tasks are attached. (attach detailed job description)
2. The employee's hours will be _____ hours per week.
3. The intern will be employed with the above stated employer from _____, 20____, to _____, 20____.
4. During this employment period, the student employee is **required** to submit a report to his faculty advisor.
5. The employing firm will submit an evaluation report (per attached), to the faculty advisor, with a copy to the Graduate Programs Office, by the 10th week of the quarter of internship.
6. While the employee is employed by the said employer, the student will be eligible to earn _____ unit(s) at Cal Poly State University. Said units will be considered earned **ONLY** upon successful completion of **all** internship requirements.

We, both employer and employee, agree to the terms and conditions herein agreed upon.

(Student)

(Employer Representative)

(Faculty Advisor)

Company/Employer's Name

(Graduate Programs Director)

Company/Employer's Address

City, State, Zip

GRADUATE PROGRAMS OFFICE

Orfalea College of Business
Cal Poly State University – San Luis Obispo

INTERNSHIP PROGRAM EMPLOYER'S FINAL REPORT

Name of Company/Employer: _____ DATE: _____

Address of Employer: _____

Phone and Email of Employer: _____

Name of Intern: _____ SSN: _____

Instructions: Please indicate your realistic assessment of the student's present level of skill in the following learning outcome areas. It is suggested that you review the Supervisor Evaluation with the student before he/she returns to the University.

LEVEL OF SKILL

1=low, 3=moderate, 5=high

COMMUNICATION SKILLS : ORAL		1	2	3	4	5
Clarity	Clearly expressed, easily understood, comprehensible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance	Relevant, related to the matter at hand, to the point, focused.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	Logically organized, structured, rational, coherent, reasonable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide any examples to support the above ratings.						
COMMUNICATION SKILLS : WRITTEN		1	2	3	4	5
Clarity	Clearly expressed, easily understood, comprehensible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance	Relevant, related to the matter at hand, to the point, focused.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	Logically organized, structured, rational, coherent, reasonable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grammar	Correct grammar usage and construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide any examples to support the above ratings.						

LEVEL OF SKILL

1=low, 3=moderate, 5=high

PROBLEM SOLVING SKILLS		1	2	3	4	5
Define	Conceptualizes problems in a workable / manageable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyze	Breaks down into critical and significant components.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formulate	Creates and develops proposed modifications or solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate	Validates the effectiveness of the proposed solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide any examples to support the above ratings.						
TEAMWORK SKILLS		1	2	3	4	5
Rapport	Builds relationships, demonstrates respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Openness	Works productively with diverse perspectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effort	Level of exertion, does fair share.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Synthesis	Pulls together ideas, focuses thought, draws conclusions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide any examples to support the above ratings.						
TRANSITION SKILLS		1	2	3	4	5
Adaptation	Adapts to office politics (power, authority, corporate realities, office values).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjustment	Adjusts to personality differences in order to get the job done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity	Works productively with diverse perspectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidence	Current level of confidence in skills and abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Skills	Current level of work skills specific to present assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide any examples to support the above ratings.						

NARRATIVE

Briefly describe the student's duties and responsibilities.

What specific technical skills did the student learn and use during the work assignment?

What personal characteristics helped the student to succeed in the work place?

What contributions did the student make to the company during the course of the work assignment?

What do you feel were the dominant strengths and weaknesses of this intern?

If you could choose an intern over again, would you choose this same student? Why or Why Not?

Generally speaking, are you satisfied that your institution benefited from participation in the internship program, insofar as it involved this student?

What suggestions do you have, if any, for improving the program to strengthen students' knowledge and skills to better meet your internship expectations and needs?

Suggestions for improvements in either technical or personal characteristics which may impact the student's future performance in the work place.

Employer's Signature

PLEASE FORWARD COMPLETED EVALUATION TO BOTH THE ASSIGNED FACULTY ADVISOR AND:

**Dr. Chris Carr, Associate Dean
Graduate Programs & Faculty Development
Graduate Programs Office – Room 409
Orfalea College of Business
Cal Poly State University
San Luis Obispo, CA 93407**