

MGMT 4800: Internship in Management

The Management Internship Course (MGMT 4800) provides an opportunity for students to gain practical experience in a professional work setting as part of their academic program in the Management Major at The University of Georgia, Terry College of Business. The student intern is expected to work a total of 160 hours (4 weeks full-time or a minimum of 16 hours per week for 10 weeks) under the direct supervision of qualified working professionals in order to earn three units of academic credit. Students may enroll for an internship credit during any semester of the year. Specific internship areas include: (1) Operations Management; (2) Supply Chain Management; and (3) and other areas of Management such as general manager/operations, human resources, strategy, etc.

Each internship is customized to suit the needs of the organization and the student. The Internship is most valuable to the student intern if a variety of duties related to management and leadership are assigned and if the intern is considered a “professional” in training. Students are encouraged to seek internships where they manage projects, facilitate research efforts, plan and implement an event, or coordinate efforts and tasks of others. A contractual agreement is entered into by the student, the organization supervisor, and the faculty supervisor (sample attached). This contract includes a job description, work schedule, evaluation procedures, and the amount of financial remuneration offered to the student (if any).

Department Policy on Internships

Organizations must meet certain criteria before they can be considered as an internship site: (1) the organization must be a licensed business, registered non-profit organization, or a division of a public enterprise, operating from a building in an area zoned for business/commercial purposes; (2) the on-site supervisor must have qualifications that are commensurate with his/her role as business professional and mentor. Students may not do an internship which is provided by a relative or in a company owned by a parent or relative. Students may not do an internship in their place of present employment unless they are (1) formally transferred to another department, which is (2) separate from the department in which they are employed, (3) the department is under the direction of a different supervisor, and (4) the internship is directed by a person who is a professional manager. Students may not receive retroactive credit for internship work performed.

Academic Honesty

All academic work must meet the standards contained in “A Culture of Honesty.” Student are responsible for informing themselves about those standards before performing any academic work. Each student is expected to be familiar with the University’s policy regarding academic honesty (<http://www.uga.edu/ovpi/honesty/acadhon.htm>). In all aspects of the class, you are expected to do your own work.

Student Eligibility Criteria

To be eligible for Internship credit a student must:

- have been accepted as a Management Major;
- have completed the Management Principles course (Management 3000) with a “C” or better;
- have 80 semester hours earned prior to the term in which the internship is scheduled;
- have a minimum 2.70 overall GPA;
- be enrolled in the course the same semester for which credit is received.

Internship Requirements

Preliminary Steps:

- Select an internship. You are responsible for finding your internship, although it will need to be approved by a Management Department Faculty member to determine whether this internship meets departmental standards (see **Department Policy on Internships**).
- Complete internship contract form (attached). This form must be completed and signed by the student, the Faculty advisor, and the organization supervisor. When this signed form is submitted to your academic advisor, you will be given permission to register for the course. Several days may be required to complete this form to the satisfaction of all parties involved, so make sure and allow time for this process. Without this contract, you will not receive credit for the internship.

Before the Internship Begins:

SUBMIT FORMS. The Internship Contract form must be submitted to your advisor prior to course registration.

REGISTRATION. Once the Contract is approved, you will be permitted to take the course.

During the Internship:

DAILY JOURNAL. Keep a journal record of tasks performed each day you are “on the job”. This journal will assist you in preparing your portfolio assignment (it is sometimes difficult to recall what happened several weeks ago, but this journal will keep it fresh!).

BI-WEEKLY WRITTEN REPORT. A discussion area will be provided through eLC for each individual student with instructions and specific questions. Time constraints for the report will apply. Failure to complete a report will result in a grade of no credit.

After the Internship:

FINAL LETTER OF EVALUATION FROM ORGANIZATION SUPERVISOR. A formal letter should be submitted to your faculty advisor at the end of the internship. This letter should confirm that you satisfactorily completed 160 hours of internship under his or her direct supervision. This letter should also mention the quality of the work completed relative to the objectives stated in the internship contract.

FINAL REPORT (PORTFOLIO OF WORK PERFORMED). You must submit a professional, concise document to the organization supervisor and to your faculty advisor at the end of the internship that describes the internship activities and responsibilities. This report should communicate to a potential employer what skills you have developed during your internship.

GRADE FOR THE INTERNSHIP. The grade received is based on [a] the bi-weekly reports, [b] the final portfolio, and [c] the letter of evaluation submitted by the organization supervisor. The course will be graded accordingly by assigning the student an “S/Satisfactory or U/Unsatisfactory”.

- I have read and agree to the requirements for Internship Credit for MGMT 4800.

(Student signature)

(Date)

Internship Agreement between the Management Department, Terry College of Business and:

Name of Organization _____

Address _____

Internship Supervisor _____

Title _____ Telephone _____

Email _____ Fax _____

The organization agrees to accept as a student intern for (Quarter/Year) _____:

Student Name _____ ID# _____

Email _____

Faculty Advisor _____ Title _____

Email _____ Fax _____

Work Schedule

Start Date _____ End Date _____ Hours/Week _____

Brief Job Description

Would you like this internship to be considered for the Supply Chain Emphasis? Yes No
(You will be notified if the description meets the Supply Chain criteria)

Signatures:

(date) Student Intern _____
(date) (supervisor)

(date) (Faculty Advisor)



Student Name: _____

Number of hours worked _____ Date of Evaluation: _____

Organization Name: _____

Supervisor: _____

Supervisor email/phone: _____ / _____

Please rate the intern's performance in the following areas:

Rating Scale:

1 = Excellent - far exceeded expectations

2 = Good - met and exceeded expectations

3 = Satisfactory - met expectations

4 = Fair - somewhat met expectations, but needs improvement

5 = Unsatisfactory - did not meet expectations

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Quality of work	1	2	3	4	5
11) Productivity	1	2	3	4	5
13) Appearance	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
12) OVERALL PERFORMANCE	1	2	3	4	5

ADDITIONAL COMMENTS