CO-OP INTERNSHIP PROPOSAL FOR MGMT 4800 CREDIT

Student’s Name 810#

Home Phone # Cell Phone # Email Address

Current Address City, ST Zip
Sponsoring Professor’s Name:

EMPLOYER’S INFORMATION

Place of Employment Supervisor’s Name

Dates of Employment Work Phone # Employer’s Web Site

Employer’s Address City, ST Zip

Number of Work Hours per Week

REQUIREMENTS FOR CREDIT IN MGMT 4800

TEN PAGE TERM PAPER AND ANY ADDITIONAL WORK SPONSORING PROFESSOR REQUEST.

Student’s Signature Date

Professor’s Signature Date
Co-ops and Internships (MGMT 4800)

How Do I Gain Credit?

Objectives –

1. To provide the student with an opportunity to gain experience and some work knowledge in their academic area.

2. To afford outside organizations an opportunity to assist in the education of students.

3. To provide participating organizations with opportunities for projects and/or programs that can enhance the operation of that organization.

General Guidelines –

1. MGMT 4800 is only open to students majoring in Management.

2. MGMT 3000 must be taken before MGMT 4800.

3. MGMT 4800 may be used as a three credit hour class to count into your major related area. You may not repeat the same internship for additional credit. A grade of S/U is given in the course after the completion of the internship.

Procedures –

1. Secure Employment – Through the co-op office at Clark Howell Hall (or own your own), you should gain employment as an intern or co-op with some appropriate organization.

2. Arrange for a sponsoring professor – You should contact anyone of the members of the regular Management faculty to serve as your “sponsor” (usually Dr. John Blackstone) this person will direct the work of your paper or project and will give you your final grade.

3. Prepare proposal – You and your sponsoring professor should come to an understanding as to the specific requirements of your paper or project. You should fully agree as to length, time frames, logistics, content, and the like, before you begin your co-op or internship. A proposal form is available in the Management Advisor’s Office.

4. Register – When you have your proposal for your co-op or internship completed, bring your form to your advisor, and he or she will “clear” you to register for MGMT 4800.

5. Conduct the work - In addition to filling the requirements set forth by your employer, you should maintain regular contact with your sponsoring professor as to progress on or problems with your project. Our general expectation is that you work a minimum of 15-20 hours per week to complete the minimum of 160 hours required for the internship.

6. Submit a final report – Upon completion of your employment obligations, you should submit your 10 page paper to your sponsoring professor on the date expected. After an appropriate time for evaluation, your sponsoring professor will submit your final grade of S/U the Registrar’s Office.