

INTB 4800-INTERNSHIP IN INTERNATIONAL BUSINESS

General Information

The internship in international business is employment, compensated or not, that gives you **practical experience in international activities within a corporation**. *A student may not receive credit for a job held previously or working in own family's business*, as this internship should provide a “new” learning experience.

Students with an approved internship may enroll in INTB 4800 only once. Typically, completing INTB 4800 earns 3 credits. If a student simply needs to enroll because a company requires it for employment purposes, s/he may apply for a 1-credit internship.

Eligibility criteria:

- You are an International Business co-major in the Terry College of Business. “Intended majors” are not eligible.
- You have completed at least two of the following four courses by the time the internship begins: MARK 3000, MGMT 3000, FINA 3000 and/or MSIT 3000.
- The internship commitment is at least 200 total hours (e.g., 15 hr/wk for 15 weeks, 20 hr/wk for 10 weeks, or 25 hr/wk for 8 weeks)
- The internship duties provide substantial experience which meaningfully contributes to your understanding of international business.
- You can complete the internship within the semester that you have registered for it.

You may take other courses while doing an internship. If INTB 4800 is the only class you take in an academic semester, consult with the Office of Financial Aid to find out if you are eligible to waive certain fees.

Application Process and Internship Requirements

1. Complete the application form and submit it to Jay Mathias, Specialist for IB Programs, *before final exams in the semester preceding the internship at the latest*. There is limited space in INTB 4800 per semester, so you are advised to apply early.
2. Upon approval, register for INTB 4800 for the semester in which the internship will occur. You may meet with Associate Dean Marisa Pagnattaro (pagnatta@uga.edu - 339 Brooks Hall), the faculty of record for INTB 4800, to discuss your responsibilities and deadlines.
3. Attend the internship as scheduled with the supervisor. There are no class meetings with a professor. Keep a journal of your major activities and accomplishments during the internship. This will help you when writing your paper (see “Paper Guidelines” below).
4. Complete a paper and submit it to Jay Mathias **by the last day of classes in the semester** in which you are enrolled in INTB 4800. Failure to turn in the paper on time will result in a grade of U. Submission office: 357 Brooks Hall; E-mail: jmathias@uga.edu
5. Jay Mathias will send an evaluation form to your supervisor during the last two weeks of the semester in which you are enrolled in INTB 4800. Your supervisor should complete the evaluation and return it directly to Jay as soon as possible, *but no later than the last day of classes* in the semester in which you are enrolled in INTB4800. You should not be involved in the distribution or collection of the evaluation form.
6. Associate Dean Marisa Pagnattaro will assign a final grade of S or U based upon your paper and your supervisor's evaluation.

INTB 4800 – INTERNSHIP PAPER GUIDELINES

The key to a satisfactory internship paper is a successful internship experience. It is your responsibility to make sure your internship experience amounts to its fullest potential—the more you seek to do for your company or organization, the more experience you will have to discuss. Ask your supervisor to provide you with a varied experience that includes projects and meetings. Keep a daily journal while working on your internship, documenting your activities, successes and failures. Your paper should not be a diary, but rather an informed perspective on the experience in the context of your academic and career goals.

To receive 3 credits, the internship paper should be approximately 15 pages typed and double-spaced. (Internships approved for only 1-credit should complete a 5-page term paper.)

Although the topic and the approach you take will depend on your experience, your thoughts should be clearly organized and articulated. You are encouraged to use subheadings and to address the following topics:

I. Company Description: This section should briefly describe the history of the company, as well as products and/or services it provides. Also describe your placement within the company.

II. Work Description: Detail the work you performed during your internship, including presentations, research projects, creative work, as well as any achievements. What did you contribute? Did you gain any new skills? Hone skills?

III. Use of Coursework: Describe how knowledge and skills from specific classes were helpful during your internship. Also, to the extent that it would have been helpful to have taken other courses or covered certain kinds of material, detail these gaps.

IV. Reflection: Describe four or five lessons that stand out to you as you reflect on your internship. Considerations might include: What did you learn from this experience? Did you encounter any ethical issues? Were there any individuals who you view as role models? Overall, did the internship experience meet or exceed your goals? Why or why not?

V. Future Plans: How has this work experience affected your future career plans?

Due Date: By the last day of classes in the semester in which you are enrolled in INTB 4800 Submit your paper to Jay Mathias in 357 Brooks Hall or jmathias@uga.edu.

Quick Reference Checklist

- 1- Entire paper should be typed & double spaced.
- 2- Font: Times New Roman 12 or something of equivalent size.
- 3- Use 1" margins on entire paper.
- 4- A header should appear beginning on page 2 with your name & page number.
- 5- Your paper should always have a separate Works Cited Page listing the works in ABC order
- 6- Quotation marks: Periods and commas go inside and semicolons go outside of quotation marks.
- 7- Proofread carefully for grammar errors.
- 8- Always remember to spell check your document.

APPLICATION

INTB 4800: INTERNSHIP IN INTERNATIONAL BUSINESS

Name: _____ Major: _____

Student ID#: _____ Cumulative GPA: _____

Address during internship: _____

Phone number during internship: _____ Circle completed courses:

UGA e-mail address: _____ MARK 3000 MGMT 3000

Circle # of credits requested: 1 3 FINA 3000 MIST 3000

Company: _____

Company address: _____

Supervisor name: Mr. Ms. _____

Supervisor title: _____

Supervisor phone number: _____

Supervisor fax number: _____

Supervisor e-mail address: _____

Semester of internship: _____

Internship beginning date: _____ Ending date: _____

Total internship # hours: _____ Weekly commitment (hrs): _____

Note: Hours and wages, if any, for this internship are arranged entirely between the student and employer.

Additional documents to submit with this application:

- **Resume and cover letter.** Explain how the internship relates to your studies in international business and foreign language (if applicable).
- **Internship job description.** Thoroughly and accurately describe your responsibilities related to international business.

The student agrees to complete the internship described above for the specified timeframe and to submit a substantial written plan (see guidelines) by the last day of classes in the semester in which the student is registered for INTB 4800. The student's final grade for the course will be based upon both the supervisor's evaluation and the student's written report.

Student's signature _____ Date: _____

Internship supervisor's signature: _____ Date: _____

Dean or department head's signature: _____ Date: _____

of credits approved: _____