INTB 4800-INTERNSHIP IN INTERNATIONAL BUSINESS

General Information

An internship is employment, compensated or not, that gives you practical experience in international activities within a corporation. To receive academic credit, the work responsibilities must provide substantial experience which contributes meaningfully to the student’s understanding of the discipline in which he or she is involved. A student may not receive credit for continuing a job held previously or working in a family business. Certainly, work experience of any kind is valuable and is not discouraged. However, an internship should provide a “new” learning experience.

INTB 4800 can be taken only once. You must register for INTB 4800 in the academic semester you are actually doing the internship. INTB 4800 counts as an IB co-major elective course.

You must complete the internship in 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.

Internship qualifications:
• You are an International Business co-major in the Terry College of Business. “Intended majors” are not eligible.
• You 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.
• You have an internship opportunity where you work at least 200 total hours. (This can be broken up into 13-15 hours for 15 weeks, 20 hours a week for 10 weeks or 25 hours a week for 8 weeks.)
• You have prepared an internship application and attached a job description that thoroughly and accurately describes your responsibilities related to international business.
• You have included your resume and a cover letter explaining how this internship relates to your studies in international business.

Application Process and Internship Requirements

1. Complete the application form.

2. Submit the application to Katie Green, IB Academic Advisor, before final exams in the preceding semester before you plan to do your internship (excluding Maymester). Only 15 internships are approved per semester, so you are advised to plan ahead.

3. Upon approval, you may need to meet with the Associate Dean of Academic Affairs, Dr. Daniel Feldman, to discuss your responsibilities and deadlines.

4. Register for INTB 4800 after you have received access from Katie Green in the Office of International Business Programs in Terry College.

5. 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).

6. Typically, completing an internship earns 3 credits. If a student simply needs to be enrolled in an internship because a company requires it for employment purposes, a student may apply for a 1-credit internship. In those cases, students need to complete a 5-page paper rather than a 15-page paper. Students may not take INTB 4800 for 6 credits.

7. Katie Green will send an evaluation form to your supervisor during the last two weeks of the semester in which you interned. Your supervisor should complete the evaluation and return it directly to Katie as soon as possible. You should not be involved in the distribution or collection of the evaluation
8. The paper must be submitted **before the last day of classes in the semester** in which you are enrolled. Please submit the paper in person to Ms. Katie Green (357 Brooks Hall), by email (kathryn@uga.edu) or by post (UGA, Terry College, Int’l Business Programs, 357 Brooks Hall, Athens GA 30602). Failure to turn in the paper on time will result in a grade of U.

9. The Associate Dean for Academic Affairs, Dr. Daniel Feldman, will assign a final grade of S or U based upon your paper and your supervisor’s evaluation.

**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 or 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 business studies and goals.

To receive 3 credits, the internship paper should be approximately 15 pages typed and double-spaced. While the topic and the approach you take will depend on your experience, your thoughts should be clearly organized and articulated. Consider the following outline:

I. Objectively describe the company for which you worked. Talk about its goals, organization and how your job relates to the organization.

II. Objectively describe what you did for the company. Categorize the work duties you performed, such as computer tasks, research, creative work, etc.

III. Discuss what you have learned both about your functional area (e.g., marketing or finance) and doing business in a global environment.