

# STUDENT INTERNSHIP MANUAL

## Eligibility

Students may apply for the internship in their Sophomore (in 2<sup>nd</sup> semester), Junior or Senior year. Only Culinary Arts students may begin their internship series as Freshmen.

## Internship Steps

1. Ask a full-time faculty member in your major field of study to serve as your Faculty Mentor for the internship or internship experience. Adjunct professors may also be considered, but we **must** have current contact information and addresses.
2. Brainstorm with your Faculty Mentor about your internship; decide specific goals and objectives you want to accomplish.
3. Locate a business or organization that would be a good fit for your career goals. Schedule a meeting with a manager or supervisor at the potential site to discuss duties and responsibilities that will relate to your major field of study.
4. Contact your Faculty Mentor to discuss the proposed site and job duties at the internship site.
5. Submit the **Internship Course Proposal** to the Faculty Mentor for review and approval. **Students are responsible for obtaining the approval signatures from Faculty Mentor, Dean, Site Supervisor and Career Services.**
6. Submit the **Letter of Acceptance** to Career Services.
7. Once the internship has been approved, a **Registration Form** will be issued from Career Services. The student will submit this completed form to the Registration Office in the Benedum Center.
8. **After completing the required number of hours, submit your Internship Term Paper and Daily Journal and Hours Log directly to the Faculty Mentor.** The Site Supervisor should send the **Performance Appraisal form** to Career Services. The **Internship Site Evaluation** is sent to Career Services only and is not part of the student's grade.

**\* Effective with the 1999-2000 University Catalog, a student seeking more than one degree must complete an internship for each degree sought.**

### **Internship Course Proposal**

The Internship Course Proposals describes, in narrative format, the guidelines, goals, duties and responsibilities of the student while working at the internship site. Identify learning and performance objectives in your major field of study. Explain the reasoning behind selecting this particular business. Describe the activities at the internship site that will enable you to achieve the goals and objectives in the proposal. **A new Internship Course Proposal must be submitted for each internship site.**

### **Letter of Acceptance**

The Letter of Acceptance (also called a Letter of Intent) from the prospective business internship site must be submitted to Career Services. This letter is written by the Site Supervisor on company letter head, accepting the student for the internship. Date, title position and signature of Site Supervisor, and phone number must be included.

### **Daily Journal and Hours Log**

This is a record of the dates, hours, and description of work performed at the internship site and must be signed and dated by the Site Supervisor.

**\* Previous work experience will not be credited towards internship. The Faculty Mentor must first approve any internship site before registration.**

### **International Students**

International students are required to contact International Student Services for approval prior to registration for any internship. The Course Proposal must also have a signature from International Student Services before it will be accepted by Career Services. **A request for an affiliation agreement between the internship worksite and Mountain State University must be filed with Internship Center at least 6 months before starting the internship – exceptions will not be made, and no student will be approved to work off campus without an agreement in place!**

### **Grading Scale**

The Faculty Mentor will not submit an internship grade unless they have received all completed paperwork and assignments. Students who are completing their internship in increments will receive a grade of “Work In Progress” until they have finished all requirements. From the time of registration, students have 1 year (365 days) to complete their internship or receive an automatic “F” grade in the system.

### **Completion Dates and Extensions**

The completion date is calculated based on the date the **student** signed the registration form, regardless of which academic semester the student has registered for. For example, a student who registers for Fall 2010 on May 30<sup>th</sup>, 2010 has a completion date of May 30<sup>th</sup>, 2011. Because students are given a full calendar year to complete all work hours and assignments, **extensions will not be granted by Career Services, for any reason.** Faculty Mentors, **at their discretion**, may approve a **two week grace period** in cases of extreme circumstances. **It is the responsibility of the student to ask faculty for this grace period and to ask Faculty to email**

Career Services to notify staff that it has been granted. This grace period is not guaranteed for any student.

### **NOTE TO CULINARY ARTS STUDENTS**

It is **required** that students submit Course Proposal and Letter of Acceptance prior to starting work on or registering for **each** internship. **Students who fail to submit prior documentation prior to beginning work will not be given credit for any hours completed prior to submitting paperwork.**

Because each Culinary Arts Internship is only three (3) to six (6) credit hours (depending on your catalog year), students will be given one semester, or three months from registration, to complete all work hours and assignments.

**Additionally**, assignments are different for Culinary Arts students. A term paper is not required at the end of each internship. Instead, each student is to gather material during each internship and to compile a portfolio to be turned in to Chef Bailey at the end of the last internship/practicum course. **It is the student's responsibility to speak with Chef Bailey well in advance of starting the Practicum I course to find out what materials are needed for the portfolio**

**WARNING:** Failure to comply with any requirements will result in the rejection or termination of the internship. Students whose internship is terminated will not be eligible for reimbursement for expenses or credit.

### **Faculty Contacts**

Please contact the Administrative Assistant/Secretary for the appropriate school handling your field of study to schedule an appointment with the faculty mentor for your program, and with the Dean of the appropriate school for internship approval.

#### **School of Arts & Sciences**

Dr. Vincent Beach, Dean of School of Arts & Sciences  
Hope Adams, Administrative Secretary for Academic Services  
(304) 929-1303

#### **School of Business & Technology**

Dr. Norman Hinkle, Dean of School of Business & Technology  
Mary Ann Crook, Administrative Secretary, SOBT  
(304) 929-1437

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If you have any questions or need further assistance, please don't hesitate to contact us or drop by our offices. We are currently located in the new Student Life House, right next door to Wiseman Hall, on Kanawha Street. Available hours are Monday through Friday, 8:00 am to 5:00 pm. Career Services closes between 12:00 noon and 1:00 p.m. for lunch, however, if your schedule requires you to visit us during that time, call ahead – we will be glad to be here for you!

**Career Services**

704 S. Kanawha Street  
P.O. Box 9003  
Beckley, WV 25802  
Fax: (304) 252-2896

**Jennifer Worley, Internship and Practicum Coordinator**

Email: [jworley@mountainstate.edu](mailto:jworley@mountainstate.edu)

Phone: (304) 929-1565

(EXAMPLE LETTER OF ACCEPTANCE)



**PAPER INC.**

Address Line 1  
Address Line 2  
City, ST 22222  
Country

Phone: 555-555-5555  
Fax: 222-222-2222  
Email: xyz@example.com  
Website: <http://mysite@example.com>

December 5, 2006

To Whom It May Concern:

Paper Inc. accepts John Phillips as a internship student and will abide by the guidelines and policies as explained in the internship manual.

John will work at our office for 25 hours per week, beginning January 5, 2007 through May 10, 2007 to fulfill the 600 hours requirement. John will be working on several different projects within the Administrative, Registration, and Accounting departments.

Sincerely,

*Stanley Smith*

Stanley Smith, General Office Manager