

MANAGEMENT INTERNSHIPS¹

for off-campus Business Law, Human Resources, International Business, and Management internships.

COURSE DESCRIPTION

Management internships are designed to enhance students' education by providing substantive work experience in business. **Management internships are open to students in business law, human resources, international business, or management programs;** available during spring, summer, and fall semesters; and repeatable up to a maximum of six credit hours. Credits are earned according to the following schedule:²

- Two credits of MGT 483 requires a minimum of 90 hours of internship work.
- Three credits of MGT 483 requires a minimum of 135 hours of internship work.
- Four credits of MGT 483 requires a minimum of 180 hours of internship work.
- Five credits of MGT 483 requires a minimum of 225 hours of internship work.
- Six credits of MGT 483 requires a minimum of 270 hours of internship work.

For spring and fall semester internships, all hours worked shall occur during the semester. For summer internships, all hours worked shall occur between the first day of "Summer I" and the last day of "Summer Post." See the [registrar's academic calendar](#) for dates.

CRITERIA FOR INTERNSHIPS

Internships are approved based on their expected ability to help students:

- apply principles of business law, human resources, international business, or management to solve business problems;
- develop professional workplace behaviors, communication skills, and interpersonal skills;
- experience job functions related to business law, human resources, international business, or management; and
- describe career paths in business law, human resources, international business, or management.

In general, students should have earned 30 credits and a "C" or better in MGT 200. For business law internships, a "C" or better should be earned in BLA 201.

TUITION AND FEES

As academic courses, internships incur tuition and fees according to the schedule posted on the [Bursar's office website](#). Students must pay all tuition and fees for internship credits on or before the invoiced due date.

NEXT STEPS

After receiving an internship offer, complete the attached application and email it with an internship job description to [Ms. Kathy Koval](#), Director of Business Programs. If approved, the management department will process your enrollment in myWCU and D2L before the end of the add/drop date for the corresponding semester.

When the semester begins, access the D2L site for MGT 483 to learn about academic requirements.

QUESTIONS

Direct questions about internships to Ms. Kathy Koval, Director of Business Programs, at kkoval@wcupa.edu.

¹ MGT 483 is not applicable for entrepreneurship, supply chain, finance, economics, accounting, or marketing internships.

² Credits determined at the time of enrollment. This means a 3-credit internship with an expectation of, say, 150 hours will not become a 4-credit internship if more than 180 hours are worked. Likewise, the internship will not become a 2-credit internship if less than 135 hours are worked. In this latter case, the internship grade will be negatively affected by unfulfilled academic assignments.

MANAGEMENT INTERNSHIP APPLICATION (MGT483)

Date: _____

How many credits? (Select one)

- 2 Credits: 90 hours of internship work
- 3 Credits: 135 hours of internship work
- 4 Credits: 180 hours of internship work
- 5 Credits: 225 hours of internship work
- 6 Credits: 270 hours of internship work

Which semester? (Select one)

- FALL 20 _____
- SPRING 20 _____
- SUMMER 20 _____

STUDENT INFORMATION:

Name: _____ WCU ID: _____ GPA: _____

Home Address during internship _____

Phone Number during internship: _____ WCU Email Address: _____ @wcupa.edu

Which courses will be completed before your internship starts?

- | | | |
|----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> ACC 201 | <input type="checkbox"/> BLA 201 | <input type="checkbox"/> MKT 250 |
| <input type="checkbox"/> MGT 200 | <input type="checkbox"/> MGT 313 | <input type="checkbox"/> MGT 341 |

INTERNSHIP AND HOST ORGANIZATION INFORMATION

Is this a paid Internship? (Select one)

- Yes
- No – Contact [Ms. Kathy Koval](#) to complete *Affiliation Agreement* and *Student Attestation Form*

Are you, or have you ever been, an employee of the host organization?

- Yes – Attach a summary of employment dates, job title(s), and duties to this application.
- No

Do you have relatives that are owners or employees of the host organization?

- Yes – Attach a list of your relatives and describe their affiliation.
- No

Supervisor Name: _____ Title: _____

Phone: _____ Email Address: _____

Host Company/Organization Name: _____

Host Company/Organization Address: _____

ATTACH A COPY OF THE INTERNSHIP JOB DESCRIPTION from the host organization.