

MANAGEMENT INTERNSHIP FOR ENTREPRENEURSHIP MINORS

MGT 483 (3 credits)

MGT 486 (6 credits)

The Management Internship course for Entrepreneurship minors is an experiential learning opportunity in a startup or small business under joint supervision by WCU's Management department and a host organization. The intent of an internship is to gain experience in an applied setting as a complement to the course work offered in the Entrepreneurship minor. The internship should provide an opportunity for you to reflect on how your academic Entrepreneurship coursework is gain firsthand Entrepreneurship experience and to develop professionally.

CRITERIA FOR INTERNSHIP POSITIONS:

While the responsibility for finding an internship lies with students, your advisor and other faculty members, as well as the Cottrell Entrepreneurial Leadership Center can assist you in identifying and selecting an internship opportunity. All positions must be relevant to Entrepreneurship and involve tasks appropriate for individuals at the bachelor's degree level. In general, students should have earned 60 credits and a "C" or better in MGT 471 before enrolling in the entrepreneurship internship. Finally, an internship **MUST** be paid unless you are working in a 501c3 charitable organization.

NUMBER OF REQUIRED HOURS:

A minimum of 135 hours of work is required for MGT 483. A minimum of 270 hours of work is required for MGT 486. 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 session I and the last day of summer session II.

TUITION AND FEES:

Your internship is an academic class. Accordingly, the internship credits you register for will 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.

STUDENT REPORTING REQUIREMENTS (Reporting and Assessment):

At the beginning of your internship, the faculty member assigned to monitor your internship will provide you with details concerning your responsibilities. Among other items, you will be required to provide records of hours worked, summaries of work completed, and evaluations from your supervisor at the host organization. See the Director of Business Programs, Ms. Kathy Koval, for additional information on reporting requirements.

Complete the application, save the application as a Word document, and email it to Dr. Monica Zimmerman mzimmerman@wcupa.edu, Entrepreneurship Minor advisor. Attach a copy of your internship position. If your internship is approved, the department chair will assign a faculty member to monitor your internship.

MANAGEMENT INTERNSHIP APPLICATION

Date: _____

How many hours?
(circle one)

135 hours - MGT 483 (3 credits)

270 hours - MGT 486 (6 credits)

Which semester?
(circle one)

SPRING

SUMMER

FALL

STUDENT INFORMATION:

NAME: _____

Student I.D.: _____

G.P.A.: _____

Home Address DURING Internship _____

Phone Number DURING Internship: _____

Email Address: _____

Please circle the core courses that will be completed prior to the start of your internship:

BLA 201

MGT 471

MGT 472

MGT 473

PHI 373 or PHI 375

INTERNSHIP AND HOST ORGANIZATION INFORMATION

Will this be a PAID Internship? _____ If no, is the host organization a 501c3 charitable organization? _____

Are you, or have you ever been, an employee of the host organization? _____
(If yes, attach a summary of employment dates, job title(s), and duties to this application.)

Do you have relatives that are owners or employees of the host organization? _____
(If yes, attach a list of your relatives and describe their affiliation.)

Supervisor Name: _____

Title: _____

Phone: _____

Email Address: _____

Host Company/Organization Name: _____

Host Company/Organization Address: _____

Objectives (In collaboration with the named supervisor, describe 3 to 5 learning objectives for your internship):

- 1.
- 2.
- 3.
- 4.
- 5.

ATTACH A COPY OF THE INTERNSHIP JOB DESCRIPTION as prepared by the host organization.