

## **MANAGEMENT INTERNSHIP**

**MGT 483 (3 credits)**

**MGT 486 (6 credits)**

The management internship course is a managerial field experience program in an organization 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 Management program. The internship should provide an opportunity for you to reflect on how your academic coursework in management is 'fleshed out' in the 'real world' and to develop professionally.

### **CRITERIA FOR INTERNSHIP POSITIONS:**

While the responsibility for finding an internship lies with students, your advisor and other faculty members can assist you in selecting an area of concentration and placement for your fieldwork. All positions must be directly relevant to management and involve tasks appropriate for individuals at the bachelor's degree level (planning, organizing, leading, controlling). In general, students should have earned 30 credits and a "C" or better in MGT 200 before enrolling in an internship. Finally, the internship **MUST** be paid or for a 501c3 charity.

### **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.

*Please fill out this application and submit it, along with your internship job description, to the Director of Business Programs, Kathy Koval at [KKoval@wcupa.edu](mailto:KKoval@wcupa.edu). If your internship is approved, the department chair will assign a faculty member to monitor your internship.*

**MANAGEMENT INTERNSHIP APPLICATION**

Date: \_\_\_\_\_

How many hours?                      135 hours - MGT 483 (3 credits)                      270 hours - MGT 486 (6 credits)  
(circle one)

Which semester?                      SPRING                      SUMMER                      FALL  
(circle one)

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**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:

ACC 201  
MGT 313FIN 325  
MGT321MGT200  
MKT 250MGT431  
MGT 341

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**INTERNSHIP AND HOST ORGANIZATION INFORMATION**

Will this be a PAID Internship? \_\_\_\_\_ If no, is the host organization a 501c3 charity? \_\_\_\_\_

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.**