



Monte Ahuja  
College of Business

# INTERNSHIP APPLICATION FOR ACADEMIC CREDIT

## INTERNSHIPS FOR BUSINESS STUDENTS

Business students are encouraged to participate in an internship for at least one semester as a junior or senior at Cleveland State University. The internship experience has proven to enhance real world business knowledge. Students can find internship opportunities by identifying and contacting companies on their own, by contacting those provided by the college and university or by networking at recruitment events sponsored by the Monte Ahuja College of Business. For information about up-coming recruitment events, students are encouraged to check their Vikes email, College of Business website events calendar and read the flyers which are posted in the Monte Ahuja College of Business. Internships can turn into full-time positions when students show their full potential.

After a student receives an offer for an internship, he or she needs to complete the Internship Application form and submit it to his/her faculty advisor and to the Director of Internship Programs, Dr. Oya Tukul (located in BU 417) for approval prior to the end of the first week of the semester.

## GENERAL INTERNSHIP REQUIREMENTS

- **Application must be completed prior to start of work/1 week prior to start of semester.**
- Students need to have a minimum 2.0 cumulative GPA (departments may have different criteria)
- Internships are required to be a minimum of 120 working hours over the course of the semester, including summer semester, to receive 3 credit hours.
- Students who are already working for an organization cannot use their paid work experience for internship credits.
- A minimum of 75% of the intern's work should be deemed professional in nature. A summary of learning objectives and a description of the work that the student will complete during the internship will need to be provided to the faculty advisor.
- It is the student's responsibility to check with his/her faculty advisor regarding specific department requirements pertaining to the student's major.
- The student is required to provide a report to his/her faculty advisor prior to the conclusion of the internship. The faculty advisor should have regular contact with the student's supervisor at the internship.
- The employer is required to provide an evaluation of the student's performance during the internship period and submit it to the faculty advisor before the semester ends.
- International students need to contact the Center of International Services & Programs (CISP) for their eligibility to participate in internships within the United States. Upon acceptance by a company, international students are required to complete additional paperwork with CISP before the beginning of the internship.

## GUIDELINES FOR PREPARING INTERNSHIP REPORT

Your business internship experience is an important part of your academic degree program. Because you earn academic credit for the field experience, you must prepare a professional management report about the internship. Your report (8-10 pages double spaced) must be submitted to your faculty advisor by the last day of instruction. Please be sure to meet with your faculty advisor for additional department requirements.

The suggested format is as follows:

### 1) Title Page

Include course number, course name, name of internship firm, your name, name of professor to whom report is submitted and date.

### 2) Introduction/Purpose

What you were attempting to achieve with the internship.

### 3) Internship Information

Name and address of firm, department or unit in which you interned, dates of internship, name and title of supervisor, tasks, products/services rendered, markets served and nature of the industry or industries in which the firm is operating.

### 4) Internship Duties/Tasks Performed

Types of professional activities you performed, meetings in which you have participated and professional readings, if any, have you completed.

### 5) What You Learned from the Internship

The bulk of your report should explain what you have learned from the experience. For example, new analytical tools and processes, how the internship experience has complemented or enhanced your understanding of the academic curriculum.



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# INTERNSHIP APPROVAL FORM

## STUDENT INFORMATION

Student Name \_\_\_\_\_ CSU ID# \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Major \_\_\_\_\_ GPA \_\_\_\_\_

## INTERNSHIP EMPLOYER INFORMATION

Attach Job Description (from employer)

Company/Organization's Name \_\_\_\_\_ Company/Organization Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Supervisor's Phone \_\_\_\_\_ Supervisor's Email Address \_\_\_\_\_

## INTERNSHIP DESCRIPTION

Intern Position Title \_\_\_\_\_ Semester and Year Internship Credits Apply \_\_\_\_\_

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

Hours per Week \_\_\_\_\_ Paid/Unpaid \_\_\_\_\_

## INTERNSHIP COURSE NUMBER AND CREDIT HOURS

Below is a list of internship courses available for undergraduate and graduate students through the Monte Ahuja College of Business. Please select the course you would like to register for and indicate the course number and credit hours for your internship on the front of the application in the "Internship Description" section. Note that 400 level courses are for undergraduate students and 600 level courses are for graduate students.

- ACT 490 (1-4cr)     ACT 690 (1-4cr)     BUS 490 (1-3cr)     CIS 491(1-3cr)     CIS 690 (1cr)
- FIN 490 (1-3cr)     FIN 690 (1-4cr)     HCA 690 (3cr)     INB 490 (1-3cr)     IST 490 (1cr)
- IST 690 (1cr)     MGT 490 (1-3cr)     MGT 690 (1-3cr)     MKT 490 (2-3cr)     MKT 690 (2-4cr)
- OSM 490 (3cr)\*     OSM 690 (1-4cr)

\*Pick up copy of syllabus from OSM department (BU 539)

Name of Faculty Advisor \_\_\_\_\_

\_\_\_\_\_  
Signature of Approval from Department Director/Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Approval from College Director of Internship Programs  
Dr. Oya Tukul (BU 417)

\_\_\_\_\_  
Date



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# INTERNSHIP EVALUATION FORM

STUDENT NAME: \_\_\_\_\_

**This form is to be filled out by your supervisor/mentor when the internship is completed.**  
Please email the completed form to Dr. Tukel, Director of Internship Programs: [o.icmeli@csuohio.edu](mailto:o.icmeli@csuohio.edu)

CRITERIA	EXCEED EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
<b>ORAL COMMUNICATION SKILLS</b>			
Organization of thought process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of communication aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal appearance and demeanor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>WRITTEN COMMUNICATION SKILLS</b>			
Organization/Structure of Reports/write-ups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Style (Spelling, Grammar, language)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CRITICAL / INTEGRATIVE THINKING</b>			
Ability to identify decision problems & key issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accuracy and relevance of analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logic and reasoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breadth and depth of answer in addressing complex issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to integrate business concepts and theories in formulating credible solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TECHNOLOGY USE</b>			
Proficient use of Excel/spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proficient use of communication technology, data sharing software and social media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMMENTS/OBSERVATIONS:**



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**NOTES/COMMENTS ABOUT STUDENT'S INTERNSHIP EXPERIENCE:**