

## **MGMT 484- 1 hour**

### **Internships for the Entrepreneurial Leadership Certificate Program**

An internship is an interest- or major-related short term work experience with a learning component. Internships are a great way for you to learn more about your career interests, to develop business skills in a professional, on-the-job environment, and in some cases, to gain academic credit. Experiencing the internship process-from resume writing and interviewing to developing contacts and gaining work experience-will infinitely prepare you for your first full time professional job.

### **Earning Internship Credit – MGMT 484 Eligibility**

#### **Steps for Determining Enrollment Eligibility**

##### **1. Obtain Documentation**

- Offer letter from employer indicating that the student has been offered the internship position (must be on employer stationery; emails or other electronic documentation will NOT be accepted).
- Documentation from employer indicating that the internship is at least 10 weeks and no more than 15 weeks in length with at least 300 clock hours to be worked over that duration. This information can be included in the offer letter or job description.
- A job description, description of the internship program, and/or training to be completed during the internship. Specific job requirements should be included. **Please see the appendix of this document for the general guidelines pertaining to internship requirements.**
- It is the student's responsibility to request that the employer provide these details in the documentation the employer provides to the student.

##### **2. Submit Documentation**

- In person, provide the internship course instructor with both the original and a copy of the required documentation. You will be told immediately if your internship qualifies based on the documentation presented. Upon review, the original employer documentation will be returned to you.
- Internship documentation will be reviewed for course eligibility beginning March 1 for summer internships, August 1 for fall internships, and November 1 for spring internships.
- Deadlines appear below.

##### **3. Plan to Attend Mandatory Advisor Orientation**

- If approval is granted for the internship, orientation will be done by appointment with the entrepreneurship program coordinator.

- Because this will be the only face-to-face meeting all semester, no exceptions will be made for this requirement and must be done prior to leaving for the internship position.

## **Deadlines**

To be considered for taking the MGMT 484 Entrepreneurial Leadership Internship course, students must submit the required documentation (see above). **PRIOR** to beginning the internship the student must show demonstrated interest in pursuing the certificate program.

### ***Spring 2010 Internships***

Documentation deadline – January 11

Mandatory orientation – January 15

### ***Summer 2010 Internships***

Documentation deadline – May 3

Mandatory orientation – May 7

### ***Fall 2010 Internships***

Documentation deadline – August 09

Mandatory orientation – August 13

## **Contact for more information:**

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## What must an internship have to be approved for credit?

- Timeframe of internship must roughly correspond to a traditional semester schedule. Course enrollment deadlines, course content, and assignment due dates dictate this requirement.
- Student must work a minimum of 10 weeks and no more than 15 weeks with at least 300 clock hours to be worked over that duration.
- Student must have regular guidance in their duties by a practicing professional, receiving regular instruction and feedback, while also being allowed to use some independent judgment.
- Student should be working on a project of importance to the organization, have specific assigned duties, and/or be in a structured internship program.
- At least 80 percent of the internship's requirements should complement or enhance the student's academic major, allowing for practical application of theory. No more than 20 percent of the intern's time should be spent handling clerical duties (copying, filing, word processing, handling mail), physical labor (construction, cleaning), or other responsibilities not typically fundamental to jobs requiring a college degree.
- The internship should allow the student to develop skills in writing, research, interpersonal communication, coordinating, managing, problem-solving, analyzing, and teamwork.
- There should be NO student-required initial monetary outlay, uncompensated period of work time, or potential financial risk. Student should NOT be required to purchase products/services contingent upon employment, have an unpaid training period (unless working at a non-profit organization), have the potential to lose a financial investment s/he has made in the company (perhaps *owing* money at some point during or after the internship), or be in a position that is 100 percent commission.
- Student cannot be self-employed, employed by a member of the student's family, or already working in the job.
- Student cannot take the internship course for an internship s/he has already completed.
- The course instructor will determine if the preceding requirements are met based on the internship documentation submitted.

This information is also available at <http://mays.tamu.edu/mgmt/advising/intern.htm>.

Entrepreneurial Leadership Certificate Program

Advisor Orientation Outline- Meeting held \_\_\_\_\_

Class is Management 484- 1 hour

Requirements for successful completion of MGMT 484

Class will be taken on letter grade assessment

**A** Summary paper well written, no grammatical errors, flows logically, multiple research methods used (interviews, observation, press reports, data compilations, etc), excellent explanation of lessons learned.

**B** Summary paper organized well, few inadvertent grammatical errors, few methods used in research, learning explanation adequate.

**C**- Paper bit hard to follow at times, not organized properly, poor executive summary. Very cursory explanation of lessons learned. Most research used was observation.

**D or F** – Internship not completed, poor referral or feedback from hiring firm, paper sloppily assembled and hard to follow.

Meet goals as outlined in orientation meeting

1. Link to entrepreneurship
2. Skills development
3. Extra learning opportunities
4. Summarized internship

Your report should loosely follow the guidelines below:

1. The report deliverable typed double spaced 12pt, 5-10 page detail of your internship. **You must also cite your work as appropriate; failure to do so is a fatal flaw. Use whatever style you prefer, APA, MLA etc.** Citations must be in the main body of the paper as appropriate and at as well at the end in a separate reference page (guidelines follow). This paper should follow an outline as below:
  1. Executive summary

2. Describe in general the firm that hired you. You should be prepared to describe at a minimum:
  - a. The industry in which the firm competes
  - b. What are the key issues facing the firm
  - c. Describe the culture
  - d. Interviews with key personnel to back up your comments from above plus research from reputable sources (i.e. Datamonitor)
3. From the competitive and firm level analysis done above, what conclusions do you reach about this organization
4. Describe this firm in terms of an entrepreneurial organization. How does it compare to those you have read about or worked in previously?
5. Conclusion, wrap-up. Concisely sum up your experience.
  - a. What advice might you give to the president of this firm after your internship?
  - b. What was your most rewarding learning experience?
  - c. What was the least rewarding experience?
  - d. Overall, what was gained?

All materials must be submitted to Richard Lester by no later than the appropriate semesters' last day of final exams.

On this day \_\_\_\_\_ we discussed the requirements above.

Richard Lester \_\_\_\_\_

Student Name and Signature \_\_\_\_\_