USM, SCHOOL OF BUSINESS (SB)

INTERNSHIP SUMMARY FOR EMPLOYERS*

MINIMUM NUMBER OF HOURS: USM, School of Business students, are required to complete a minimum of 140 hours (400 hours for Sport Management majors) while enrolled in an internship.

ELIGIBILITY: At the time of completing an internship, an undergraduate student needs to have completed a minimum of 54 credit hours. Accounting and finance interns must have a minimum 2.5 GPA; marketing/insurance/general business interns must have a minimum 2.33 GPA; and graduate students must have a minimum 3.0 GPA. Graduate students must also have completed their foundation courses. Employers can require a higher GPA (3.0 is typically the highest) for applicants.

GRADING/CREDITS: Internships are pass/fail and students earn three credit hours for an internship. Sport Management interns earn six credit hours and are given a letter grade for their internship experience.

# OF INTERNSHIPS FOR CREDIT: Undergraduate students can complete two internships within their degree but the internships have to be different in responsibilities/tasks. Graduate students can complete one internship for credit within their degree. Sport mgt. majors can earn six credits toward their degree requirements.

COMPENSATION: Internships can be paid or unpaid but please note fewer students apply to unpaid internships.

GUIDELINES: The internship should meet the needs of the employer. It can be broad in nature (exposure to many different departments) or it can be department specific (i.e. Marketing/Finance/Insurance/Accounting). The more you can have the student do and observe within the constraints of his or her knowledge base the better.

APPROVAL & REGISTRATION: The School of Business internship has to be approved for credit by a faculty member. The School of Business wants to see that the student will be learning something new* by completing the internship. Employers should identify what the student will be doing and what the student will be learning by completing the internship.

(*A new learning experience can be an internship; a new job; or a new project on a current job.)

FEDERAL STANDARDS: The Fair Labor Standards Act explains what experiences can qualify for an internship. This form can be found at http://usm.maine.edu/sb/forms/DOL%20Fact%20Sheet.pdf.

POSTING: Employers or the SB Coordinator of Career Services & Internships can post internships or jobs on USM’s recruiting site, usm.experience.com. An employer user guide can be found at https://cms.usm.maine.edu/sites/default/files/School%20of%20Business/eR_Employer_Guide-1_0.pdf. Employers should notify the coordinator of postings so that she can drive students to positions by contacting faculty members and students.

FACULTY CONTACT: Typically, faculty will make one on site visit to the employer during the course of the internship.

FORMS: Employers, as well as, students, faculty sponsors and academic advisors must sign an internship approval form for the student to register for the internship. Students also are required to create a learning contract that has to be approved by the faculty sponsor.

EVALUATION: Each employer, student, and faculty sponsor involved in an internship is required to complete an evaluation at the end of the internship. Forms are mailed by the SB Coordinator of Career Services & Internships.

QUESTIONS: Contact Melissa L. Burns, Coordinator of Career Services & Internships. Contact information listed above.