University of Southern Maine
School of Business
Internship Program
Student's Handbook

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We prepare and inspire current and future leaders and stimulate economic growth by providing quality learning opportunities, valuable research, and professional service, all in partnership with the business community.
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SCHOOL OF BUSINESS INTERNSHIP SUMMARY

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 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. Sport Mgt. majors must also have completed BUS 311.

GRADING/CREDITS: Internships are pass/fail and students earn three credit hours for an internship. Sport Management majors intern 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.

GUIDELINES: The internship meets 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).

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 Department of Labor fact sheet which explains what experiences qualify for an internship can be found at http://usm.maine.edu/sites/default/files/School%20of%20Business/DOL%20Fact%20Sheet.pdf

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.

FIRST STEP: Make an appointment with your academic advisor to make sure you are eligible for an internship and to find out where an internship fits into your curriculum. Next schedule an appointment with Melissa L. Burns, Coordinator of Career Services & Internships, School of Business by calling the USM School of Business at 207.780-4020. In addition, students interested in an internship should check usm.experience.com for available internships and send an email to Melissa Burns @ mburns@usm.maine.edu so he or she can be added to a career email list to receive internship and job postings and career event updates.
## Internship Eligibility & General Information

<table>
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<tr>
<th>Internships</th>
<th>Eligibility</th>
<th>Maximum number of credits to be earned</th>
<th>Credit limitation</th>
<th>Minimum number of hours on site</th>
<th>Pay</th>
<th>Type of position/employer</th>
<th>Grading</th>
<th>Assignments</th>
<th>Registration forms</th>
<th>Registration</th>
</tr>
</thead>
</table>
| ACC 395: Accounting Internship I  
ACC 396: Accounting Internship II  
FIN 395: Finance Internship I  
FIN 396: Finance Internship II | Limited to ACC/FIN majors and ACC minors  
Junior or senior standing  
Minimum GPA of 2.5  
Student may not enroll after completing degree requirements | Maximum of (2) 3-credit internships can be taken  
*Students taking 2 internships must have different responsibilities in each* | Only 6 credits of internship courses, regardless of course designation, may count toward the 120 credits needed for graduation. Only 3 credits may count toward major requirements. The other 3 credits count as general electives. | 140 hours (e.g. 10 hours/week for 14 weeks | Paid or unpaid | New employer, or new experience with current employer | Pass/fail | 1) Scheduled meetings between student and faculty  
2) Learning contract negotiated with faculty sponsor (i.e., learning goals, self-directed learning activities and evaluation process) | *Internship Approval Form* requires signatures of the student, employer, faculty sponsor, and academic advisor, after internship is obtained. The form and learning contract example can be found at [umaine.edu/so/Internships-career-services-forms](https://umaine.edu/so/Internships-career-services-forms) | To register: Schedule an appointment with Melissa Burns, Internship Coordinator by calling the School of Business office at 780-4020. Be sure to bring signed Internship Approval Form with attached Learning Contract. |
REASONS FOR CONSIDERING AN INTERNSHIP

1. Internships offer businesses an opportunity to recruit future employees who have proven themselves as interns.
2. In these uneven economic times, internships are becoming increasingly valuable to employers. The right internship can be the key to a great job, because it gives the student the opportunity to take on real responsibilities while working side by side with seasoned professionals.
3. Internships give you the chance to engage in practical application of theories learned in the classroom as you come to realize individual skills, professional stature and professional goals (Martinez, 1996).
4. Employers tend to hire experienced personnel. Cooperative Education (internships) allows you to gain valuable experience while being evaluated as a source of future employment.
5. College graduates who have internship experience receive, on average, a higher starting salary and more job offers than those who do not have an internship experience.
6. Internships can be the most impressive listing on your resume and can be a deciding factor in securing employment.
## WHAT AN INTERNSHIP IS NOT

### “TIME-OUT”
Although an internship is usually pursued outside of the college setting, it should not be viewed as “time-out” from school to go to work. An internship is a **learning experience**. Some people learn more effectively through experience, and internships provide that opportunity. Remember, a grade or credit for an internship is based on what you can show or demonstrate you learned during the internship, not solely on the evaluation of your performance.

### AN EASY GRADE
Most students report working just as hard if not harder on their internships as they do for classes on campus. Pursuing an off-campus internship along with several other classes creates a demanding schedule and requires a lot of time and energy. Be careful not to plan an internship during an otherwise “heavy” semester.

### VOLUNTEER EXPERIENCE
Regardless of the financial arrangements, an intern is not the same as a volunteer. An intern earns credit or a grade based on what is learned from the internship experience. A faculty sponsor evaluates the quality of the learning experience. A volunteer may perform the same tasks equally well but may or may not be self-conscious about the learning derived. As an intern, you must be self-conscious of what you are learning and strive to meet identified learning goals in order to successfully earn credit or a grade.

### RESIDENT EXPERT
Student interns bring special skills, knowledge, and fresh ideas to an organization. It is not appropriate, however, for an organization to expect an intern to be the “resident expert” or to fill a gap in an area in which the staff lacks basic skills or knowledge. You should be supervised by a professional staff person who has some expertise in the area in which you are working.

### GO-FER
An intern is not supposed to perform all the routine or uninteresting work within an organization. An internship should be a meaningful learning experience; whether or not it is meaningful is a judgment you must make in conjunction with your faculty sponsor. Most positions and projects will involve some routine work; however, it is recommended that it be limited to twenty percent of your time as an intern.

### GUARANTEE OF A JOB OFFER
Sometimes interns are offered part or full-time employment as a result of contacts made during their internships, but there is no guarantee that an internship will get you a job. Many employers value hiring someone who has had an internship experience; therefore, when you are competing for a particular position in a given field, your internship may prove beneficial. The best way to gain career and job advantages from your internship is to get to know the people you are working within the organization. Build an information and referral network for yourself.

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WHAT AN INTERNSHIP IS

An internship is a self-directed, supervised, credit-bearing, practical learning experience allowing students to apply their education in a work setting. Most USM School of Business for credit internships are pass/fail. The exception is the 6 credit Sport Management internship which is “graded”.

It is very clear that the internship program aligns with the School of Business mission statement. Our mission statement is below.

School of Business Mission statement

“We prepare and inspire current and future leaders and stimulate economic growth by providing quality learning opportunities, valuable research, and professional service, all in partnership with the business community.”

The establishment of internships throughout our business community also permits the School of Business to exercise leadership in forming community, organizational and corporate partnerships, and to act as a central resource for innovative solutions to common challenges.

Internships for credit are the ‘norm’ at the School of Business. They may be paid or unpaid. Eligibility requirements are established and adhered to. Faculty sponsorship is required.

Employers should refer to the Department of Labor internship fact sheet to determine what can qualify as an internship experience.
SCHOOL OF BUSINESS INTERNSHIP PROCESS for students

1.) Consult with your Academic Advisor to make sure you are eligible
   a. When a student is interested in participating in an internship an appointment is made
      with the student's advisor to determine eligibility and also practicality.
   b. Advisors and students should check the eligibility requirements located on pg. 2 of this
      handbook or located at http://usm.maine.edu/sb/internships-career-services-forms
   c. Know where a for credit internship fits into your curriculum
   d. If the student is found eligible, and an internship appears to be a good fit for the student
      based on courses already taken, an appointment is made to visit the internship coordinator.

2.) Schedule a meeting with the internship coordinator. During this meeting the student will:
   a. Learn about usm.experience.com, a website, where most internships are posted
   b. Seek assistance with resume or cover letter development
   c. Learn about internship leads
   d. Ask to be put on a student internship email list to receive internship and job information
   e. Be informed about internship forms, such as the School of Business Internship Approval
      Form and the Student Guidebook for Internships which can be found at
      http://usm.maine.edu/sb/internships-career-services-forms

3.) Obtain an internship

4.) Create a draft of a learning contract
   a. Instructions and examples can be found at http://usm.maine.edu/sb/internships-career-
      services-forms

5.) Line up a faculty sponsor to ask if your internship experience can qualify for
    internship credit. This should be done before the internship starts.
   a. Spring Accounting Students should check with the internship coordinator to see if a faculty
      sponsor has been assigned to their firm
   b. Typically a faculty sponsor has to be a School of Business tenure track professor that
      specializes in your internship area. Students can ask a faculty member to be their sponsor
      or can the internship coordinator can assist the student with finding one.
   c. Contact the faculty sponsor and set up a meeting so that he or she can review your
      learning contract. You will most likely have to make additions or revisions to the learning
      contract based on your meeting with your faculty sponsor.
   d. If your employer has signed the internship approval form already, remember to have the
      faculty member sign the internship approval form.

6.) Complete an internship approval form. The form can be found at
    http://usm.maine.edu/sb/internships-career-services-forms
   a. Please type information into the form
   b. You may leave the class number blank if there is no class number assigned to your
      internship class/faculty sponsor on MaineStreet. (A class number can be created on an as
      needed basis for your internship.)
   c. Print the form (This document can not be saved.)
   d. Please have the employer sign on their signature line
   e. Signatures should be gotten in the order they are listed in the form (employer first, student
      second, faculty sponsor third, and academic advisor last)

7.) Register with the internship coordinator (You will need to bring your learning contract and
    your internship approval form that has all four signatures on it to your meeting.)

8.) Pay for your three academic credits by the university payment deadline.
Students may obtain internships in the following ways: by applying to internship opportunities on usm.experience.com and being selected by the employer; from an internship they have found on their own; from a new job or a new project on a current job they have just started which they convert to an internship; by establishing a new learning experience in a company they are already employed by; or via recommendation of friends, family, and professors. All internships have to be “new learning”; be at least 140 hours (6 credit Spt. Mgt. internships have to be at least 400 hours); and be approved by a School of Business faculty member in the discipline the student wishes to earn credit in.

Melissa Burns, School of Business Coordinator of Career Services & Internships, also maintains a student email list that she uses to send out internship/job leads and career event information to interested students. If you would like to be added to this list, please contact Melissa Burns at mburns@usm.maine.edu. The Internship coordinator also has information regarding companies who have agreed to utilize School of Business interns in the past. We also receive calls from time to time from companies who are looking for interns. Please inquire about these possibilities.

If you have just started a new job with a company it may qualify as an internship. The key word here is new. Internships must be new learning experiences. If you've been in a job for two years and think you'd like to use it as an internship, it will not qualify. If you are already employed by a company and have just been transferred to a new department this may qualify as an internship.

Job descriptions must be provided by all prospective internship company sponsors. All job descriptions need to reviewed and approved by a School of Business faculty member to determine if the internship qualifies for the School of Business Internship program. An internship description must be provided by the business in order to assist the student in creating a learning contract.

If applying for internships it is highly suggested that a student has their cover letter & resume reviewed by Melissa Burns, the School of Business Coordinator of Career Services & Internships. Appointments can be made by contacting the School of Business at 207.780.4669 or by stopping the School of Business located in 113 Luther Bonney Hall, Portland campus.

Students must engage a School of Business faculty member to act as their internship faculty sponsor. A faculty member teaching in the same discipline as the intern's internship (marketing internship/marketing faculty) is beneficial and typically required. The internship coordinator recommends that students approach faculty members proactively when the student believes they may have an internship. This way when the internship offer is made you can immediately begin the learning contract.

Many students have connections to friends who are participating in internships. Oftentimes companies are interested in keeping their internship positions filled on a continuous basis. Ask those friends. You could be the next in line for their position.

Do you have relatives who own their own business? Many students have participated in internships with their parents or relatives. This could be the best opportunity in your life.
Last but certainly not least, use your imagination. It could be that a temporary agency might hold possibilities for you. Have you considered doing an internship out of the state? How about out of the country?

Once the faculty member has agreed to sponsor a student and the student has a well-defined job description, the student begins work on their learning contract. The learning contract establishes the learning goals and work expectations for the student; what the reporting requirements will be and how they student will be evaluated.

A midterm progress report memorandum is sometimes required from the student. The employer, faculty sponsor and internship coordinator are recipients of the memo. The memo addresses the work accomplished during the period, problems encountered, a self-assessment of performance and the goals for the remainder of the internship. An example can be found in this guidebook.

After the learning contract is approved, and all signatures gathered on the School of Business Internship Approval Form, the undergraduate student meets with the internship coordinator to register for the internship. Graduate students are registered by the MBA Director or the internship coordinator.

All signatures must be present on the internship approval form in order for the student to register. Internships do not officially begin until the student registers for the course. This means that time spent by the student as an intern prior to the date of registration does not count towards the accumulation of the 140-hour minimum.

The faculty sponsor is expected to maintain communication with the student throughout the internship. It is required that the faculty sponsor make an *onsite visitation to the company when the student is working. *Out of state internships may be an exception to this rule.

Student, employer and faculty evaluations are generated by the internship coordinator prior to the completion of the internship and sent to the respective parties. Faculty sponsors should wait until the site supervisor returns their evaluation form before assigning a Pass/Fail grade (or letter grade in the case of 6 credit Spt. Mgt. internships) since the work experience is such an integral part of the internship.
ROLES AND RESPONSIBILITIES

Students are expected to:
1) Develop a professional looking resume and cover letter
2) Actively seek an internship in coordination with the internship coordinator
3) After finding an internship, develop learning objectives in consultation with their faculty sponsor and site supervisor to be part of their learning contract
4) Adhere to all personnel rules, regulations, and other requirements of the host organization, including regular and punctual reporting to work.
5) Dress appropriately
6) Perform all assignments as required by the faculty sponsor.
7) Maintain communication with the faculty sponsor and internship coordinator. Attend all meetings as required.
8) Perform all assigned tasks to the satisfaction of the site supervisor.
9) Notify the faculty sponsor and the internship coordinator of any problems or revisions to the learning contract.

Students may be terminated by an employer if his/her performance is unsatisfactory. The internship program requests that employers give students ample warning and an opportunity to correct unsatisfactory performance prior to termination. In all cases, it is requested the employer contact the faculty sponsor or internship coordinator prior to the student’s termination.

Students (International) – Students should check with the USM International Student Office to verify their eligibility prior to any enrollment in an internship.

Depending on their status, international students may participate in and may qualify for paid internships. International students do qualify for unpaid internships, too.

According to the Adviser’s Manual of Federal Regulations Affecting Foreign Students and Scholars (Section 5.7.2), students classified as M-1 “are not eligible for Cooperative Education or other forms of curricular practical training programs. Employment prior to completion of the course of study is absolutely prohibited. An M-1 student may be eligible to accept employment in order to obtain practical training upon completion of his or her studies.” A student may receive academic credit for the work experience if the position is unpaid.

Students classified as F-1 do not have a clear directive concerning their eligibility for employment. The defined regulations present some contradicting and confusing statements. Students with F-1 status must prove that they are eligible to be hired in the U.S. with a valid Social Security card and Visa. F-1 students do qualify for unpaid internships. These rules and regulations are subject to change.

Employers (Site Supervisors) are expected to:
1) Provide well supervised, career-related opportunities for student interns.
2) Provide an academically qualified, professional level work experience related to the student’s major
3) Submit a job description of position responsibilities and applicant requirements for each internship position
4) Either post internship on usm.experience.com and inform the coordinator that it is posted or ask the internship coordinator for assistance with posting
5) Establish a wage rate (if applicable) and level of responsibility according to the student’s qualifications
6) Assure that student interns will not be held financially accountable for training, materials, and/or other items required to perform the duties of this internship.
7) Notify the internship coordinator when business students are employed by your organization
8) Communicate periodically with the student and faculty sponsor concerning the student’s performance and progress.
9) Provide Workers Compensation Insurance for all paid student interns
10) Include students in the company’s general liability insurance policy while working for your organization
11) Provide an orientation to the worksite; introduce the intern to other staff members
12) Evaluate the student's performance at the end of the internship and submit the USM evaluation to the internship coordinator

The **Internship Coordinator** is expected to:
1) Assist students with finding internship opportunities. Notify candidates about internship opportunities through a student email distribution list, bulletin board posting, verbal communication, and faculty email distribution list.
2) Assist students in developing cover letters & resumes for internship opportunities
3) Assist in the development of internship opportunities
4) Assist employers with finding potential students to fill internships
5) Oversee the internship program with respect to USM SB policy and maintenance of internship records.
6) Act as a liaison between the School of Business and the host organization.
7) Ensure that evaluations are sent to students, site supervisors and faculty sponsors
8) Post internships if needed on usm.experience.com

**Faculty sponsors** are expected to:
1) Determine that the student is adequately and appropriately prepared and that the work experience is appropriate.
2) Review and approve the student’s learning objectives (learning contract)
3) Provide guidance for the student including individual meetings, assignments, and employer visits as needed.
4) Maintain contact with the site supervisor and provide appropriate assistance to maximize student learning experiences.
5) Submit a grade for the internship. (Grades are pass/fail grade for all internships with the exception of 6 credit Sport Mgt. internships.)
6) Maintain contact with the internship coordinator and return forms in a timely fashion.
INTERNSHIO ENROLLMENT

Students can enroll in an internship for credit providing the following requirements are met:

1. The work experience is directly related to the student’s field of study.
2. The work experience is related to a program included within the curricula of the School.
3. The student agrees to meet standards of work and performance that are demanded by the School and the employer in order to earn academic credit.

Although the School assumes the responsibility for developing internship opportunities, the School does not guarantee that a student will be placed.

Students must meet the eligibility requirements and have approval of their student advisor prior to registering for an internship. Students must register for their internship before not after they begin it. Students will be denied an internship at a particular site if it is the judgment of the faculty sponsor that an opportunity for an academically qualified experience does not exist.

Academic credit (Grades are pass/fail grade for all internships with the exception of 6 credit Sport Mgt. internships) will be awarded based on all the following:

1. The student’s accomplishing the agreed upon learning objectives.
2. The appropriateness of the placement.
3. The student providing documentation of learning as required in the learning contract.
4. Completion of the minimum 140 hours (400 for the 6 credit Spt. Mgt. internship)

Undergraduate students must register for their internship credit with the internship coordinator. Graduate students can register with the graduate director or the internship coordinator. Students need to bring their approved learning contract and completed internship approval form that has all four signatures on it to their registration appointment. See page 6 of this student guidebook for more information.
Unemployment Compensation -- School of Business interns are not entitled to unemployment compensation after completion of an internship experience for credit because the work experience is part of a USM approved educational program. In some cases the student will be continuing to take classes at USM, or will be returning to classes, so may be unavailable for work once the internship experience is over.

Worker’s Compensation -- Participating employer organizations are responsible for Workers Compensation for all employees, including paid and/or unpaid interns, and should check with their insurance provider to obtain more information.

Employee Benefits and Insurance -- Internship students who are not employed by the company they intern with are ineligible for employee benefit packages from participating employers.

Unpaid School Work Experience under the Fair Labor Standards ACT (FLSA)

There are three circumstances in which a student does not have to be paid. These are “trainee”, “volunteer”, and “in-school placements”.

Please see the U.S. Department of Labor, Wage and Hour Division “#71: Internship Programs under the Fair Labor Standards” Fact sheet at the end of this guidebook for more information.
SAMPLE INTERNSHIP DESCRIPTIONS

Internships can be broad in nature (exposure to many different departments) or it can be specific (see the below list). Internships could be in the following:

- Accounting
- Entrepreneurship
- Finance
- General Business
- Human Resources
- International Business
- Marketing
- Management
- Production
- Operations Management
- Management Science
- MBA
- Risk Management & Insurance
- Sport Management
- Strategy

Sample Internship Descriptions

Accounting
The responsibilities associated with the tax intern position include the preparation of both federal and state tax returns for individuals, corporations, partnerships, and other business entities. The tasks required in the process of tax preparation include gathering the necessary financial information; inputting the information into a tax return software program; and tax rules and regulations research. The intern will receive hands on practical experience in a public accounting firm will become proficient in the tax preparation software used by the firm. Applicant needs a minimum of a 2.5 GPA. Student must be an accounting major (undergraduate or graduate) or accounting certificate student. Please submit your resume and unofficial transcript through usm.experience.com.

Sales & Management
The intern will participate in the sales/management area. The main divisions of the business the intern will be exposed to are: customer service, business operations, and sales. The intern will job shadow the assistant manager. The intern will learn “sell up” techniques and be trained in customer service techniques. The intern will spend two days in training at the corporate office. The student needs to be proficient in MS Word, Excel and PowerPoint. Applicant needs to be a School of Business major with a 3.0 GPA. Pay depends on experience. The internship will be 10-15 hours a week and is flexible around the student’s schedule. Hours will be during normal business hours. Please submit your resume and resume through usm.experience.com.

Human Resources
The intern will assist the Director of Human Resources. The intern will work on tasks and projects in all areas of HR and will research recruitment practices, selection techniques, and processes for validating recruitment and selection. The intern will then make recommendations for the library's recruitment, selection, and validation practices. The intern will also review the Library’s HR Information Systems (HRIS) data base, update its information on competitive compensation and benefits packages, and recommend other changes to the database. The intern will participate in the financial planning for the HR department and be actively involved in the capital budget decision making process. Finally, the intern will assist the director in identifying topics to be used in training and development programs. Prefer Business majors but will consider other majors. Prefer a 2.8 GPA but not required. Please submit your resume through usm.experience.com

Marketing
This paid internship is designed to provide a student with a broad scope of learning within marketing and certain aspects of the sales function of a start-up company. Marketing Activities include further developing the marketing messages used in the business; updating marketing brochures; designing and implementing our Facebook page and/or the Company’s web site; develop customer “lead lists” by researching target customer

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information; sending email information (brochures) to target customers; conducting initial phone contact with target customer with goal of arranging the physical sales call; participating in sales calls including formulating the service agreements; and developing a sales-cycle pipeline where potential customer sites are tracked through a multi-stage process from the initial call to signing contract. Need to be a School of Business major with a required 3.0 GPA. Please submit your resume and cover letter through usm.experience.com.
EVALUATIONS/MID-TERM MEMORANDUM

We have three evaluation forms that are used in this process. One is an employer evaluation form that goes to the employer to evaluate the student’s performance. The second evaluation form goes to the student to evaluate the internship experience. The third evaluation form goes to the faculty sponsor to evaluate the overall program. If your on-site employer has an established written evaluation method used for employees, the employer may attach their organization’s form to the USM evaluation form that we will send them. This formal evaluation gives the student an opportunity to learn and grow from the internship experience and for this program to learn and grow as well. Copies of all the evaluations are included in this handbook.

The mid-term memorandum (assigned by some faculty sponsors) is a feedback device used by the student to address the work accomplished during the first part of the internship; describe any problems encountered; complete a self-assessment of their performance; and set goals for the remainder of the internship. It is addressed to the employer, with copies going to the faculty sponsor and internship coordinator. An example is included in this handbook.

Conclusion

Participation in the internship program can be a valuable component of the student’s overall education. It adds relevance, allows the student to begin making the transition between classroom and workplace, and ensures the student will leave the University of Southern Maine with a degree and relevant work experience.
# School of Business
## Internship Approval Form

Bring this completed, signed form to the School of Business Coordinator of Career Services and Internships to register. You must attach a learning contract. (See School of Business Website for learning contract instructions.)

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<th>Student</th>
<th>Employer</th>
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<tbody>
<tr>
<td>Name</td>
<td>Firm Name</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>Email</td>
<td>Supervisor &amp; Title</td>
</tr>
<tr>
<td>Telephone</td>
<td>Telephone</td>
</tr>
<tr>
<td>MaineStreet ID (7 Digit Number)</td>
<td>Email</td>
</tr>
<tr>
<td>Major</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internship/Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this a new work experience?</td>
</tr>
<tr>
<td>Position Title</td>
</tr>
<tr>
<td>Approx. beginning and ending dates</td>
</tr>
<tr>
<td>Compensation (enter $ or hourly amount)</td>
</tr>
</tbody>
</table>

Credit and Grading: 3 credits pass/fail
Hours Needed to Complete: 140 min mum

**Description of the Work Experience**
Employer Signature

**II. Description of the Learning Experience**

The student agrees to complete the work and learning activities specified in the attached learning contract and to inform the faculty sponsor of difficulties that might affect satisfactory completion of the experience. The student or faculty sponsor can negotiate, at any time, to modify this agreement.

Acceptance by Student: ___________________________ Date ___________________________

Approval by Faculty Sponsor: ___________________________ Date ___________________________

Approval by Academic Advisor or MBA Director: ___________________________ Date ___________________________

The Coordinator will make and distribute copies for the following: student’s file, the faculty sponsor, and internship file.

Revised 1/07/2009
EMPLOYER SUPERVISOR EVALUATION FORM

Date: «EvalMailDate»  
Student: «FirstName» «LastName»  
Employer Supervisor: «SiteSupervisorName» «SiteSupervisorLastName»  
Organization: «EmployerCo»  
Course: «Course» Course #: «CRN»  
Faculty Sponsor: «Sponsor»

Thank you for taking the time and energy to serve as a site supervisor. Since this evaluation is needed to assign the student’s internship grade, please return the form ASAP to: USM, School of Business, c/o Melissa Burns, P.O. Box 9300, Portland, ME 04104-9300 or fax to: 780-4662.

FEEDBACK ON STUDENTS PERFORMANCE (please discuss with student)

Rating scale:  1 = excellent  3 = satisfactory  5 = unacceptable  
n/a = not observed or not applicable to work setting

| 1 2 3 4 5 n/a | verbal communication | 1 2 3 4 5 n/a | openness to criticism ethical |
| 1 2 3 4 5 n/a | written communication | 1 2 3 4 5 n/a | sensitivity professional |
| 1 2 3 4 5 n/a | ability to work with others | 1 2 3 4 5 n/a | appearance and demeanor |
| 1 2 3 4 5 n/a | technology skills | 1 2 3 4 5 n/a | ability to work independently |
| 1 2 3 4 5 n/a | judgment | 1 2 3 4 5 n/a | ability to seek and use help |
| 1 2 3 4 5 n/a | creativity | 1 2 3 4 5 n/a | ability to organize work |
| 1 2 3 4 5 n/a | attitude toward work | 1 2 3 4 5 n/a | ability to make and meet deadlines |
| 1 2 3 4 5 n/a | initiative | 1 2 3 4 5 n/a | quality of work |
| 1 2 3 4 5 n/a | adaptability | 1 2 3 4 5 n/a | productivity |
| 1 2 3 4 5 n/a | dependability | 1 2 3 4 5 n/a | professional maturity |
| 1 2 3 4 5 n/a | business knowledge | 1 2 3 4 5 n/a | overall performance of the student |

FEEDBACK ON THE SCHOOL OF BUSINESS INTERNSHIP PROGRAM

Rating scale:  1 = excellent  3 = satisfactory  5 = unacceptable  
n/a = not observed or not applicable to work setting

<table>
<thead>
<tr>
<th>How satisfied were you with the following?</th>
<th>Very satisfied</th>
<th>Very dissatisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your overall experience with the internship program this semester</td>
<td>1 2 3 4 5 n/a</td>
<td>1 2 3 4 5 n/a</td>
</tr>
<tr>
<td>The process for listing your internship position</td>
<td>1 2 3 4 5 n/a</td>
<td>1 2 3 4 5 n/a</td>
</tr>
<tr>
<td>The process of writing the job description for the position.</td>
<td>1 2 3 4 5 n/a</td>
<td>1 2 3 4 5 n/a</td>
</tr>
<tr>
<td>Interaction with faculty supervisor</td>
<td>1 2 3 4 5 n/a</td>
<td>1 2 3 4 5 n/a</td>
</tr>
<tr>
<td>Helpfulness of brochures and materials</td>
<td>1 2 3 4 5 n/a</td>
<td>1 2 3 4 5 n/a</td>
</tr>
</tbody>
</table>
Please comment on the student’s strengths (or attach a letter of recommendation).

How might the student work to improve professionalism?

May we quote you and use your name/business name on what you liked best about the internship experience?

Yes  No

Comments: (If your comments do not fit, please attach additional information.)

Are you interested in sponsoring another intern in the future?  Yes  No

Possible dates: Beginning  Ending

If yes, you may post your internship at usm.erecruiting.com or contact Melissa Burns, USM’s School of Business - Coordinator of Career Services and Internships at (207) 780-4669 or MBurns@usm.maine.edu who will be happy to assist you in posting your internship. She would be happy to assist in posting employment opportunities too.

If you have suggestions on how we might work together again, please contact Melissa Burns, Coordinator of Career Services and Internships, University of Southern Maine, School of Business, P.O. Box 9300, Portland, Maine 04104 or call 780-4669, fax 780-4662 or email at MBurns@usm.maine.edu.

Supervisor’s signature: ___________________________  Date: ___________________________

Student’s signature: ___________________________  Date: ___________________________

1/06  empsuperevalform.doc  Page 2 of 2
Your feedback on the internship program helps us improve the services we provide to students. Your comments are not shown to employers, and not shown to faculty sponsors until after grades are assigned. Please return the form ASAP to: U.S.M., School of Business, Attn: Melissa Burns, P.O. Box 9300, Portland, Maine 04104-9300. Thank you!

### HOW SATISFIED WERE YOU WITH THE FOLLOWING?

**Rating scale:**  1 = excellent  3 = satisfactory  5 = unacceptable  
  n/a = not observed or not applicable to work setting

<table>
<thead>
<tr>
<th>Your internship experience, overall</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>n/a</th>
</tr>
</thead>
</table>

**Employer and on-site supervisor**
- employer and on-site supervisor, overall  
- the nature of the work assigned to you  
- quality of supervision and feedback  
- exposure to profession beyond your specific assignments

<table>
<thead>
<tr>
<th>Employer and on-site supervisor</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>n/a</th>
</tr>
</thead>
</table>

**Faculty sponsor**
- faculty sponsor, overall accessibility of  
- faculty sponsor  
- helpfulness, guidance, and responsiveness  
- assignments from faculty sponsor (e.g., learning contract, papers)

<table>
<thead>
<tr>
<th>Faculty sponsor</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>n/a</th>
</tr>
</thead>
</table>

### HOW MUCH DO YOU AGREE OR DISAGREE WITH THE FOLLOWING STATEMENTS?

**Rating scale:**  1 = strongly agree  3 = neutral  5 = strongly disagree  
  n/a = not observed or not applicable to work setting

<table>
<thead>
<tr>
<th>I developed new skills and knowledge as a result of the internship</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>n/a</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>This experience helped clarify my career goals</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>n/a</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I am better prepared to enter the work force as a result of this internship</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>n/a</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I am glad I did an internship instead of taking a traditional class</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>n/a</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I would recommend my co-op site to another student</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>n/a</th>
</tr>
</thead>
</table>
What did you like best about your internship experience?


May we quote and use your name on what you liked best about your internship experience?

0 Yes   0 No

Are there any reasons why we should or should not place interns at this site in the future?


Any advice to future students that may want to intern at this company?


Additional Comments:


How did you locate your internship position:

___ School of Business Career Services & Internships office ___ Another Student
___ USM Career Services & Professional Life Dev. office ___ Your own contact
___ Faculty member ___ Other (explain)
___ Current/previous employer

Which describes your internship position:

_____ paid marketplace & wage _____ small stipend _____ non-paid

What best describes your internship:

_____ the position was a one-time experience that is now over
_____ the option existed to turn the position into a continuing part-time job (or second semester internship)
_____ the option existed to turn the position into a full-time job
_____ the position was part of my regular employment
_____ other (explain)

Student’s signature_________________________________________ Date________________________

THANK YOU!

20
FACULTY RESPONSIBILITIES CHECKLIST & PAYMENT REQUEST FOR FACULTY SPONSORSHIP OF INTERNSHIP

<table>
<thead>
<tr>
<th>Faculty Sponsor's Name</th>
<th>Intern's Name/ID</th>
<th>Course/CRN</th>
<th>Semester/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>«Sponsor»</td>
<td>«FirstName» «LastName»/«ID»</td>
<td>«Course» / «CRN»</td>
<td>«Semester» / «Year»</td>
</tr>
</tbody>
</table>

Payment option (select one): ☐ Stipend via payment ☑ Course release credit

I hereby request internship remuneration. I confirm that:
1) I have completed the faculty sponsor responsibilities listed below, and
2) Copies of the Internship Approval Form and Learning Contract are in the student's file.

Faculty Sponsor Responsibilities (please check or initial):
Ensure that the student's Learning Contract includes:
☐ 1.) Description of Work Experience, Learning Objectives and Learning Experience/Academic Expectations
☐ 2.) Description of Learning Experience/Academic Expectations includes
   a. Journal and/or final paper or project
   b. Progress report memorandum (optional)
   c. Resume (optional)

☐ Ensure that the student completed 140 hours at the internship site

☐ Employer/Site Supervisor contacted at the beginning and end of internship. Under normal circumstances, a person-to-person meeting takes place at least once.
   Periodic contact between student and faculty (min. of beginning, middle & end)

☐ Grade submitted to the registrar.

1.) Are there any reasons why we should or should not place interns at this site, «EmployerCo»,
located in «SiteCity», «SiteState» in the future?

2.) Additional comments (use the back if needed):

Note: Evaluations are sent to the student, site supervisor and faculty sponsor prior to the end of the internship experience by the internship coordinator. The mailing date of the evaluations is based on the approximate ending date on the Internship Approval Form.

Faculty Signature .........................................................Date ........................................

Please return this form to Melissa Burns.
Student Instructions for
Creating an Internship Learning Contract

Each student enrolled in a School of Business Internship negotiates a learning contract with a faculty sponsor. The learning contract outlines what you intend to accomplish on your internship, and how this will be evaluated. Think of the learning contract as a tool for generating shared expectations between you and your faculty sponsor. It is also a way to help you plan your internship and maximize your benefit from it. Given that an internship is intended to be a self-directed learning experience, the student is responsible for developing the learning contract.

Draft a learning contract using the format outlined below. Submit the first draft of your learning contract to your faculty sponsor for approval before beginning the internship. Using feedback from your faculty sponsor revise the learning contract until it is approved. The student is encouraged to discuss the development of the contract with your employer and to provide them with a copy of the final version.

PART I: DESCRIPTION OF THE WORK EXPERIENCE  [to be negotiated with employer]

A. Job Description. Obtain written objectives or a job description from your employer. Describe your role and responsibilities. Include a description of any meetings, trainings, job shadowing, workshops, and other related events that you may be attending.

B. Work Site Supervision Evaluation. Describe the supervision and assistance you will receive at the work site. How and when will your employer evaluate your work performance? Indicate if someone other than the supervisor listed on the internship approval form will evaluate your performance or if a form other than the one sent to the employer by the University is to be used, attach a copy.

PART II: DESCRIPTION OF THE LEARNING EXPERIENCE [developed by student and approved by faculty sponsor]

A. Learning Goals. What do you plan to learn during this experience? Goals may relate to:

knowledge you hope to acquire about the organization, business practices, or the functioning of organizations in general,
skills you hope to develop or apply, or
insight you hope to gain into your career direction, your strengths and weaknesses, and your ability to operate in professional settings.

PART III: DESCRIPTION OF LEARNING ACTIVITIES AND COURSE REQUIREMENTS [include all but Part D which is determined by the faculty sponsor]

What activities will help you obtain each of your learning goals? Activities may be assigned by the employer as part of the job, required by the faculty sponsor for the course, or included for your own development. All students are required to:

A. Progress on all of my learning goals will result from my on-the-internship (job) activities.

B. Meet with faculty sponsors periodically when needed to:

address student questions,
discuss the student's job performance and internship experience,
discuss career opportunities and the student's career direction, and demonstrate accomplishment of the goals in the learning contract
C. Prepare a midterm progress report memorandum. The memo is to be directed and submitted to your employer, and copies given to your faculty sponsor and the internship coordinator. It should address the work accomplished during the period, problems encountered, a self-assessment of performance and the goals for the remainder of the internship. Ask your employer to meet with you to provide verbal feedback as well as written feedback that you can show your faculty sponsor. The latter can be brief, handwritten comments on your memo, or a separate memo, indicating the employer's agreement with your memo. An example memo is available on the School of Business Web site.

D. Academic Requirements. Submit a final paper/project and/or keep a journal (Your faculty sponsor will determine your academic requirements.)

The focus of this might be:

A portfolio of the work you produced on-the-job and a reflective essay on that work.
Reflection on the accomplishment of your learning goals.
What insights did you gain about the field? What are your observations about organizations and professional roles and norms?
How did the internship experience change your view of yourself and contribute to your professional development? What knowledge and skills were developed? What strengths and weaknesses were uncovered by the experience? How did you think, feel, and act in a professional setting, and how did others in that setting think, feel, and act toward you?
What insights did you gain into your attitudes, values, and behaviors?
How did the internship affect your academic or career plans?
Reflect on your approach to problem resolution in organizations.
How could you have benefited more from the internship experience?

E. Act professionally on the job as a representative of USM and the School of Business. I will assist my faculty sponsor in setting up at least one site visit.

F. Complete an evaluation of the internship experience.

You will receive an official evaluation from the School of Business.
The employer and the faculty sponsor also complete an evaluation.

G. (Optional) Students are encouraged to:

Submit to the Coordinator of Career Services and Internships an updated resume that includes the internship position.
If you need assistance updating your resume, see the Coordinator of Career Services and Internships.

To Register:
1) Complete the School of Business Internship Approval Form. The School of Business Internship Approval Form includes a place for the student and faculty sponsor to sign to indicate their acceptance of the contract. It also includes a place for the employer and academic advisor or graduate director to sign. All applicable signatures must be present to register. This form can be found on the School of Business Web site.

2) Attach a copy of the approved Learning Contract to the completed School of Business Internship Approval Form and register for the course with the School of Business Coordinator of Career Services and Internships. Students can not self register through Maine Street.
Example

MID-TERM PROGRESS REPORT MEMORANDUM

TO: Linda Jones, Director of Human Resources [Site Supervisor]

CC: Rick Grover, Faculty Sponsor [Faculty Sponsor]
    Melissa Burns [Internship Coordinator]

FROM: Richard J. Smith, Human Resources Intern

DATE: March 19, 2011

RE: Evaluation of Internship

During the first six weeks of my internship, I have accomplished the following:

* Researched recruitment and selection practices, and submitted report.
* Reviewed validation procedures, and recommended changes.
* Reviewed HRIS data base, and developed procedures for periodic HRIS review.
* Updated compensation and benefits information in HRIS.
* Assisted in the submission of a tentative budget to Finance department.

The completion of these projects has been a successful work and learning experience. I am pleased with my performance and feel I have been a valuable member of the HR team.
I also encountered a few problems. It was initially difficult for me to access the HRIS system because of my lack of experience with the data base. In addition, I learned a valuable lesson after the budgeting error that occurred when I misinterpreted last year's fiscal data. In the future I will ask for clarification when I have doubts about my work. Lastly, I have learned the importance of having a clearly defined goal before research is conducted. If I had surveyed the staff to identify their informational needs before I began my research, I would have spent less time doing the research and my report would have better addressed staff needs.

Overall, I am on schedule in terms of completing projects. I am also meeting my learning goals, but I would like more conversations with staff to learn about HR career opportunities. The first six weeks of this internship have been a rewarding and positive experience for me.

I agree with Richard's self-assessment.
We are extremely pleased with his performance.

Linda Jones
This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to "for-profit" private sector employers.

Background
The Fair Labor Standards Act (FLSA) defines the term "employ" very broadly as including to "suffer or permit to work." Covered and non-exempt individuals who are "suffered or permitted" to work must be compensated under the law for the services they perform for an employer. Internships in the "for-profit" private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the "for-profit" private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.*

The Test For Unpaid Interns
There are some circumstances under which individuals who participate in "for-profit" private sector internships or training programs may do so without compensation. The Supreme Court has held that the term "suffer or permit to work" cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;

2. The internship experience is for the benefit of the intern;

3. The intern does not displace regular employees, but works under close supervision of existing staff;

4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;

5. The intern is not necessarily entitled to a job at the conclusion of the internship; and

6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act's minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of "employ" is very broad. Some of the most commonly discussed factors for "for-profit" private sector internship programs are considered below.
Similar To An Education Environment And The Primary Beneficiary Of The Activity

In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer’s actual operations, the more likely the internship will be viewed as an extension of the individual’s educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer’s operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA’s minimum wage and overtime requirements because the employer benefits from the interns’ work.

Displacement And Supervision Issues

If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer’s regular workforce, this would suggest an employment relationship, rather than training.

Job Entitlement

The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

For additional information, visit our Wage and Hour Division Website: http://www.wagehour.dol.gov and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor 1-866-4-USWAGE

Frances Perkins Building 200 Constitution Avenue, NW TTY: 1-866-487-9243
Washington, DC 20210

*The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.
## INTERNSHIP CHECKLIST FOR STUDENTS
(This check-list should be used with the Internship process found on page 6.)

<table>
<thead>
<tr>
<th>✓ when complete</th>
<th>INTERNSHIP CHECK-LIST. USE with the internship process found on page 6.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Set up an appointment with my student academic advisor. Ask about eligibility and where an internship would fit into your curriculum.</td>
</tr>
<tr>
<td>2.</td>
<td>Call the School of Business to set up an appointment with Ms. Melissa Burns, Coordinator of Career Services &amp; Internships. Bring a hard copy and an electronic copy of your resume if you have one.</td>
</tr>
<tr>
<td>3.</td>
<td>Review the student internship guide book which can be downloaded at usm.maine.edu/sb/internships-career-services-forms</td>
</tr>
<tr>
<td>3.</td>
<td>Prepare or revise your resume and cover letter. Schedule an appointment with the School of Business Coordinator of Career Services &amp; Internships so she can review your materials.</td>
</tr>
<tr>
<td>4.</td>
<td>Become familiar with the usm.experience.com site which lists internships and job opportunities. Upload resume. Upload targeted cover letter when applying through usm.experience.com. May need to upload an unofficial transcript too.</td>
</tr>
<tr>
<td>5.</td>
<td>Find an internship. Remember an internship has to be new learning (new internship, new job, or new project); has to be 140 hours; and be approved by a faculty sponsor within the School of Business. Use all your resources (internship coordinator; usm.experience.com; new job; new project on current position; friends; family/neighbors; websites etc. Once you find an internship:</td>
</tr>
<tr>
<td>6.</td>
<td>Once you have established an internship with an employer, you need to create a learning contract. This will be accomplished with a School of Business faculty sponsor. Revise based on faculty input. The learning contract defines what you will do in your internship to be awarded credit.</td>
</tr>
<tr>
<td>7.</td>
<td>Line up a faculty sponsor to ask if the internship experience can qualify for internship credit. This should be done before the internship starts. You may contact one of your professors to act as your faculty sponsor or speak with your internship coordinator for assistance in locating one.</td>
</tr>
<tr>
<td>8.</td>
<td>The internship coordinator registers undergraduate interns. The MBA Program Director registers graduate students. You'll need a completed Internship Approval Form &amp; approved Learning Contract for registration. The Internship Approval Form must be signed by the Student, Employer, Faculty Sponsor and by your Student Advisor or MBA Director or it is not valid.</td>
</tr>
<tr>
<td>9.</td>
<td>Meet with your faculty sponsor as agreed upon (if required in your learning contract).</td>
</tr>
<tr>
<td>10.</td>
<td>Prepare a mid-term memorandum and submit to your site supervisor, faculty sponsor and internship coordinator (if required in your learning contract).</td>
</tr>
<tr>
<td>11.</td>
<td>Complete and submit a paper or journal to the faculty sponsor describing your internship experience. (Determined by your faculty sponsor and listed in your learning contract.)</td>
</tr>
<tr>
<td>11.</td>
<td>Meet with faculty sponsor to discuss final paper and experience.</td>
</tr>
<tr>
<td>12.</td>
<td>You'll receive a Student Internship Evaluation Form in the mail. Please return it to the Internship Coordinator by the indicated date.</td>
</tr>
</tbody>
</table>