The required aspects surrounding the Internship Course are the students' responsibility. Internships for academic credit through the Crowell School of Business are an important outgrowth of your practical preparation — not to be entered into flippantly or capriciously. They should be completed only with proper preparation in coursework and experience in business. All students seeking course credit for a Business internship should read, understand, and fulfill the stated expectations below. Students who, after completing their work, claim not to have understood these expectations will not be allowed grade adjustments or repeat of any part of this internship course.

Before you will be approved for an official Biola Business internship you must:

1. Be accepted into the Crowell School of Business.
2. You must also submit a completed application/proposal for internship. This must include: application, signatures, resume, etc. Please see proposal
3. You must receive approval for the internship through your faculty advisor and Professor Les Harman, who is the instructor for the Internship Course.
4. Reminder: The burden of proof will be on you to show that this internship is worthy of the investment of your time and attention by the Crowell School of Business.

You are expected to show initiative in seeking out internships. Crowell School of Business faculty, however, must be part of the decision-making. You or the faculty member should familiarize the on-site internship supervisor with expectations of the Biola Business Internship Program. Students who arrange internships without faculty involvement risk that internship not counting for academic credit toward the major.

Internships operate as self-study experiences. The student who completes an internship application leading to approval for the internship must complete all forms (i.e. get all required signatures) prior to start-up of the internship. During the internship experience, the student must submit a final reflection paper and portfolio of completed work by the designated final deadline. Evaluation by the on-site supervisor counts heavily in the final grade for the course.
Students in the Crowell School of Business internship program represent the university, but more importantly represent Christ, who is our life and the hope of our calling. As such, students are expected to uphold the highest biblical standards of integrity. Evidence of failure to do so through unethical or illegal behavior can result in dismissal from the internship, a zero for the course, or dismissal from the university.

**All internship courses require the following:**

**BEFORE THE INTERNSHIP**

**Internship Application**
- **Overview of the internship**, your duties and portfolio outcomes
- **Purpose**: how work in this location advances your professional/career goals.
- **Resume/vita** you'll present (or have presented) to the internship location

**Acceptance into the Crowell School of Business**

**Signature sheet**
- Your signature
- Your supervising faculty signature
- Your on-site supervisor signature

**DURING THE INTERNSHIP**

**Entry interview summary.** This is an overview of the expectations you and your on-site supervisor agreed together to pursue. You should list and explain the specific (measurable and observable) objectives you set up and how you'll gauge whether you achieved them.

**Final Reflection Paper** (in email to the internship faculty instructor)

**Final supervisor evaluation** (mailed on letterhead to Journalism offices by mid-week in finals week during the fall or spring, by Aug. 1 for summer internships)

There are two supervisor evaluations. 1. Typed on their letterhead 2. Form that you will send to your supervisor to fill out.

**It is your responsibility to see the supervisor gets this in on time. Be persistent.**

**Course Portfolio (electronic) (See below)**

(Due in Crowell School of Business e-portfolio by mid-week of the week prior to finals week in fall or spring semester or the last day of summer school for summer internships — whether counted in summer or fall.)

**Course portfolio contains:**

- **Course packet paperwork**
  (proposal, signature page, resume, and final supervisor evaluation)

- **Work samples**

- **Final reflection paper** (see below)

The portfolio’s contents must be clearly marked and identified. Sloppy or unclear elements can count as zero points for individual items or the entire portfolio.

**Work samples** should be attributable to you (i.e. each piece should have some clear indication that this was your work and/or at your initiative). **At least 5 samples required.**
Please get permission to use these from your supervisor in the e*portfolio. In cases where work samples you turn in have no identification showing it as your work, you must turn in a letter (signed, on organization letterhead) from your supervisor verifying that what you turned in was produced by you, on your own initiative and (preferably) unassisted by others (i.e. the samples are your work.)

Reflection Paper
4-5 pages, typed, double-spaced

*My experience (critical reflection)* - This paper is a review of your experience from beginning to end in light of the professional goals you stated in your internship proposal. Specifically discussed what you did, what you learned and reflect on the value of doing this internship. (Grading Rubric is attached)

**How academic units are calculated for Internship**

No internship should begin without prior permission from the Department chair and/or the professor in charge of the internship course — with the required signatures of the internship supervisor, faculty supervisor, and the student taking the course.

200 hours on-site = 3 units

For students who enroll in BUSN 460 during the regular semester, your work in the internship should begin at the time the semester begins (fall or spring). No work toward academic credit in the internship can be counted after the close of the semester (fall or spring.) All registration for the course has to take place during (fall or spring) registration. **Before registering for this course, you must have approval from the Internship Advisor.**

For students who enroll in BUSN 460 as a summer school course, all work for the internship must be completed before the end of the second session of summer school. Paperwork must be delivered to the Crowell School of Business. Materials sent electronically can be sent to the department, but only after getting permission from Les Harman— along with instructions on how/where to send those materials. Failure to meet this deadline will result in an automatic “C” for the internship. *You will have to pay for the summer course. A summer internship cannot count towards your Fall or Spring credits.*  Before registering for this course you must have approval from the Internship Advisor.

Contact Les Harman or Beth Starr about any questions or crisis that happen during the internship experience. We are here to help you succeed in this important part of your Business preparation.
FAQ

Frequently Asked Questions

The following is a document circulated by the Crowell School of Business to answer questions students sometimes ask about internships. (There are others, perhaps that you have and that are not here. Ask us. But use this as a resource first to see if we’ve already answered.)

Q: Now that I have someone offering me an internship, what do I do?
A: Ask the advisor of the potential internship some hard questions about the benefits and expectations of this experience — recognizing it might not be the best thing for your pre-professional preparation. You will not earn academic credit for your internship if the internship faculty advisor does not approve it. Before making any commitment to this internship, ask:
  — Will I get active supervision and mentoring from seasoned professionals well established in their networking and business skills? Will I come out of this internship having learned aspects of business I’d never learn on campus?
  — Will I be allowed to see a variety of areas of business (even outside my immediate area of interest) so I can see learn they work, and talk with/learn from those who do that work?

Q: If I can find an internship that meets all the criteria, should I register for the entire 3 units I need to graduate?
A: Yes we only offer 3 unit Internships. Students in our program who have been the most successful in finding a career-entry job by the time they graduate have had an internship. This will help make your resume stronger and more competitive in a tough job market.

Q: What if I’m offered an internship in March or October — that is, when the semester’s already begun?
A: If it’s a non-academic internship, jump right in (if the rest of your academic schedule won’t suffer from it.) If you want academic credit — or if they require it — The registrar will not allow you to begin a course after registration is closed. The credit for the internship takes place in the dates of the internship.

Q: Can I take my internship in summer and get credit for it in the fall? A: NO You will have to sign up for the internship class in the summer.

Q: Should I do internships during the summer or during Interterm?
A: Summer is the best time to get the most out of internships because then you’re not in the pressure of a semester with multiple classes, campus organization commitments, chapel requirements, campus-related social life obligations, etc. Summer is when many business workers take vacation, often leaving interns to do (or participate in) cutting-edge work; you can thus immerse yourself in the internship experience and squeeze every possible drop of learning from it. But if you’re taking your internship in summer, you have to register and pay for the class in the summer.
Q: What’s the calculation of work on-site for academic credit?
A: 3 units = 200 hours on-site.

Q: What if the supervisor can’t guarantee I’ll get enough work to fulfill the number of units I registered for?
A: You might need to drop the course and do this internship at another time (or in a location that can guarantee the work you need.)

When an on-site supervisor is being iffy about work, it’s a red flag. The commitment should be firm on their end for not only providing you work to do, but the supervision, mentoring and guidance to make you a more successful media professional-in-the-making as you complete the internship.

So research carefully. Ask hard questions. It’s part of the learning process in Business careers. Find out (and get — in writing) clear commitment from your supervisor that you can complete the required on-site hours in the time you have for the internship. (That’s what the signature forms are meant to do in the internship packet.)

If your supervisor cannot guarantee your required work hours, turn down the internship offer; students who have signed on to such spongy internship arrangements have ended up not earning academic credit for the internship (even if the hours were close but short of the minimum.) The burden is on you, not the supervisor, to ensure that the required hours (and portfolio-level work) happen. This takes advance planning and regular checking (might seem like pestering to you, but it’s not; it’s pro-active pursuit of opportunity) to see that you’re going to get the required hours — and expected work assignments — completed as projected ahead of time.