2012-13
Faculty & Staff
Undergraduate Internship Guidebook

For Credit-Bearing
Internships

Maine College of Business
&
College of Technology

Revised August, 2012 by:
W. Sneath & A.Pierce
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Purpose of this Guidebook

The audience for this guidebook is DU faculty and staff who have a role in the internship process in the Maine College of Business and College of Technology. The guidebook is intended to describe the roles of these stakeholders, the internship process and deadlines, internship policies and rules, as well as to provide guidelines for approving internships for Associate Department Chairs. This guidebook is NOT intended to be shared with students. Students will be provided with the separate document titled Undergraduate Student Internship Guidebook for Credit-Bearing Internships in the Maine College of Business & College of Technology.

Any questions on the internship process should be referred to one of the Regional Employment & Internship Managers (REIMs) whose contact information is provided on p. 4 of this guidebook.

Davenport University’s Internship Program Overview

Internship Benefits for Students

An internship is defined as “a structured work-based learning experience, within an approved host organization, for which a student earns academic credit.” In the Maine College of Business and the College of Technology, internships carry a 290 or 490 course number (i.e. MKTG 490).

Completing an internship is one of the most important things students can do in their college careers. The facts from a 2010-2011 survey by the National Association of Colleges and Employers (NACE) speak for themselves:

- Employers reported converting 58% of their interns into full-time hires\(^1\)
- 87% of interns offered a full-time job with their internship site accepted it\(^1\)


Internships provide students the opportunity to:
- Establish professional contacts within their field of study
- Receive on-the-job training and experience industry firsthand
- Make informed career decisions
- Apply new skills and experiences to classroom instruction
- Gain academic credit toward graduation
- Enhance resumes, references, and work experience
- Develop professional skills
- Use specialized facilities and equipment on the job
Important Components of Davenport’s Internship Program

- All internship courses at Davenport University are for academic credit if the student meets academic requirements.
- **Students are not placed in internships.** They must work with their assigned Regional Employment & Internship Manager (REIM) to secure an internship.
- **Students must abide by the deadlines for completing the internship process.**
- Internships may be paid, but are often unpaid.
- Internships require a minimum of 150 hours of career-related work for 3 credit hours and 300 hours for 6 credit hours. Some require more hours depending on the academic program requirements.
- Some academic programs have required internships, but it is highly recommended that all students complete an internship as part of their academic program. **Programs with required internships are listed in Appendix A.**
- Students are required to register and pay for the internship course just as they would for any other class for credit.
- Internships may have additional requirements specified in the internship course syllabus. Students should discuss all academic requirements with their internship course instructor.
- The internship process is described on p. 5 of this guidebook.
- Internships are managed by DU employees titled Regional Employment and Internship Managers (REIMs). See below for the contact information for the REIMs:

## Contact Information for the Regional Employment & Internship Managers (REIMs)

**Maine College of Business & College of Technology**

Students at the Grand Rapids, Holland, Battle Creek, Kalamazoo, & Traverse City campuses contact:

Regional Employment & Internship Manager--West  
Career Services Office  
6191 Kraft Ave SE  
Grand Rapids, MI 49512  
(616) 871-6728  
westinternships@davenport.edu

Students at the Lansing, Warren, Livonia, Saginaw, Flint & Midland Campuses contact:

Regional Employment & Internship Manager--East  
Career Services Office  
27650 Dequindre Rd  
Warren, MI 48092  
(586) 620-4041  
eastinternships@davenport.edu

Online students contact an academic advisor to determine their home campus and the REIM assigned to that campus location. For more information on current contact information for the REIMs, please visit: [http://www.davenport.edu/career-services/contact-career-services](http://www.davenport.edu/career-services/contact-career-services)
INTERNSHIP PROCESS OVERVIEW

**STEP 1: STUDENT MEETS WITH A CAREER SERVICES COORDINATOR**
A Career Services Coordinator will help the student to learn about the internship process, begin the resume approval process, and show them the steps to identifying and acquiring appropriate for-credit internship sites.

**STEP 2: STUDENT REGISTERS FOR THE INTERNSHIP INFORMATION WORKSHOP**
Students must RSVP in DUCareerNET for a mandatory Internship Information Workshop. All students required or desiring to complete an internship for credit in any academic semester must attend one of the scheduled sessions.

**STEP 3: STUDENT MAKES AN APPOINTMENT WITH HIS/HER ACADEMIC ADVISOR**
Advisors will assure that students meet the GPA and prerequisite course requirements for the internship and will place them on the course waiting list. Advisors will send by e-mail a signed copy of the student’s DU DegreeWorks plan to the student's REIM.

**STEP 4: STUDENT COMPLETES THE INTERNSHIP PAPERWORK & INTERVIEWS FOR THE INTERNSHIP**
Students must turn in all paperwork to the Regional Employment and Internship Manager (REIM), interview, and be accepted for the internship by the following deadlines:
- For a Fall Semester Internship: August 1
- For a Winter Semester Internship: December 1
- For a Spring/Summer Semester Internship: April 1

Internship paperwork will be provided to students at the Internship Information Workshop.

**STEP 5: STUDENT COMPLETES THE ACADEMIC INTERNSHIP COURSEWORK & EMPLOYER REQUIREMENTS**
Students are enrolled in the internship course and will be contacted by the Faculty member teaching the course to discuss class meeting dates and academic assignments. On site work will be supervised by the student’s internship Site Supervisor.

**Internship Paperwork Deadlines**
All internship paperwork must be completed by the following deadlines:

<table>
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<th>Session</th>
<th>Paperwork Submission Deadline</th>
<th>Approval Deadline</th>
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<tr>
<td>Fall Semester</td>
<td>August 1</td>
<td>August 15</td>
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<td>December 1</td>
<td>December 15</td>
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<td>April 1</td>
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Roles and Responsibilities of Faculty & Staff
Stakeholders in the Internship Process

Role of Faculty and Staff in Developing Internships with Employers
All DU faculty and staff are encouraged to promote DU’s internship program with employers. **However, if employers inquire about developing an internship opportunity for a DU student, faculty and staff are asked to refer them directly to the Regional Employment & Internship Manager (REIM) who will work with them to develop a position description for the internship and get it approved as a credit-bearing internship opportunity.** The position will then be posted by the REIM in the DU CareerNET database so that students may apply for the internship.

Career Service Coordinators
Career Services Coordinators at all DU locations begin the internship process with students and are responsible for:
- Meeting with students to help them to learn about the internship process
- Beginning the resume review and approval process and work with students on interviewing skills
- Showing students the steps to identifying and acquiring appropriate for-credit internships sites

Academic Advisors
Advisors share the following roles in the internship process:
- Meeting with students to assure that they meet the GPA and prerequisite course requirements for the internship
- Putting qualified students on the appropriate 290 or 490 internship course waiting list
- Providing a signed and dated copy of the student’s DU DegreeWorks plan via e-mail to the student’s REIM

Regional Employment and Internship Managers (REIMs)
Two Regional Employment & Internship Managers (REIMs) have been hired in DU’s Career Services area to manage the internship development and placement process for required and optional internships in the Maine College of Business and College of Technology across all DU campus locations.

The REIM’s primary responsibilities are:
- Partnering with Career Services Coordinators, using reporting methods such as Web Focus, DegreeWorks, and DUCareerNet, to contact in-seat and online students who are at Junior level status in programs with required internships (or students who desire an internship) to meet with a Career Services Coordinator and their Academic Advisor to begin the internship process
- Conducting the mandatory Internship Information Workshops and explaining the internship paperwork, guidebook, and deadlines for completing the process
- Working with the designated Associate Chairs in the programs to secure approval of internship position descriptions not already pre-approved in DUCareerNET for credit.
- Working with the designated Associate Chairs and employers to create new “pre-approved” for-credit internships to be listed in the DUCareerNET database
• Working with employers to help revise internship positions to meet Associate Chair approval for credit
• Guiding students through the completion of all required internship paperwork by the semester deadlines:
  - For a Fall Semester Internship: August 1
  - For a Winter Semester Internship: December 1
  - For a Sp/Sum Semester Internship: April 1
• Requesting that Academic Advisors move students from the course wait list to full course enrollment when the paperwork is complete
• Assuring that all paperwork is scanned and stored in DUCareerNet with the student and/or employer profile

**Associate Department Chairs**
Associate Department Chairpersons (ACs) are the primary academic contacts for internships. The following are responsibilities of ACs, or their designated faculty, in internships:

• Adding one section of the appropriate 290 and 490 course to each 12 or 15 week term of the year-long schedule in collaboration with the campus Director of Academic Services. Enrollment for these sections should be set to 0 to force wait listing of the students by Academic Advisors
• Reviewing and approving internship position descriptions provided by the REIMs by comparing the responsibilities of the position description against the established outcomes for the academic program and the 290 or 490 course outcomes. The position descriptions should include information on primary and secondary internship responsibilities and expectations. See pp. 9-10 of this guidebook for recommendations on approving position descriptions. Sample approved internship position descriptions by academic program are provided in Appendix B.
  
  See Appendix C for a list of Associate Department Chairs responsible for approving internship position descriptions.
• Communicating changes needed to the position description to the REIMs within one week of receiving a draft position description
• Giving final approval of internships for academic credit by communicating with the REIMs
• Assigning a faculty member to teach the internship course

**Internship Course Instructors**
Faculty who teach internship courses are responsible for:

• Completing the syllabus for the course by utilizing the course Recommendations to Instructors (RTIs) and arranging meeting times with students
• Making contact with the internship site supervisor at the start of the course to explain the academic requirements, mid-term site visit, and “Final Evaluation of Student Intern Form”
• Completing at least one internship site visit in person, by phone, or by video conference
• Troubleshooting any problems with the internship experience
• Assuring that internship Site Supervisors complete the “Final Evaluation of Student Intern Form” (see pp. 33-37 of this guidebook) and return it to the instructor
• Submitting final grades for the course

**MCB and COT Department Chairs**
Appropriate Department Chairs are responsible for:

• Considering student appeals for course substitutions for internship courses
• Communicating decisions on substitutions to the student’s Academic Advisor and REIM

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**How Students Find an Internship**

Students should begin the internship search process at least 6 months before the semester in which they wish to complete the internship.

There are several ways for students to find an internship, including the following:

1. **Searching DUCareerNET**
   Found on the DU Career Services website through the DUCareerNET job board link, this database lists pre-approved, credit-bearing internships by DU academic program.

   **Note:** Also found on the job board are: Full & Part-time positions, non-credit experiential opportunities, and seasonal and volunteer opportunities. Sometimes these opportunities can be converted to credit-bearing internships. REIMs can help with this option.

2. **Proposing an Internship**
   If the pre-approved internship options in DUCareerNET do not meet academic requirements or students' interests, students may also:

   • Propose their own internship at an organization
   • Utilize friends, professional networks, professors, etc. to recommend internship opportunities
   • Search websites or external internship databases for posted opportunities

   For any of the scenarios above, students **MUST** provide a detailed internship position description to the REIM as early as possible. The REIM will work with the Associate Chairs to determine if the internship is eligible for academic credit. **No internship will be allowed for credit unless approved through this process.**

3. **Interning at the Student's Current Place of Employment**
   Students may intern at their current place of employment **ONLY** if they:

   • Serve in a different department or work unit and report to a different supervisor than their current employment
   • Have substantially different responsibilities than their current employment **AND** the responsibilities are closely connected to their field of study at DU
   • Have the proposed internship position approved through the REIM in collaboration with the Associate Chair
Students will learn about the paperwork for internships at their mandatory Internship Workshop, but below is a checklist of required paperwork which they must submit to the Regional Employment & Internship Manager (REIM) by the pre-semester deadlines described on p. 5 of this guidebook:

- Resume approved by a Career Services Coordinator
- Student Application for Internship
- Signed & dated DU DegreeWorks Plan by Academic Advisor
- Internship Position Description
- Current Employment Verification Form
  (Only if proposing an internship at the student’s current employer)
- Student Experiential Learning Agreement Form
- International Student CPT Application Form
  (Only applicable for paid internships for international students)

**Pre-Requisites & Academic Requirements for Internships**

Most internships have prerequisite courses and require a minimum GPA in the major as well as a minimum cumulative GPA. See Appendix A for a full listing of the academic requirements for internships.

**Associate Department Chair Guidelines for Approving Credit Bearing Undergraduate Internships**

Associate Department Chairs are the primary academic contacts for credit-bearing internships. They assure that internship positions are rigorous enough to help students to meet Excellence System, program, specialty, and course-level learning outcomes as well as assign appropriate faculty to supervise internship students. Please see Appendix B for samples of internship positions which have been previously approved for academic credit. The next section of this guidebook provides recommendations on appointing appropriate faculty to supervise internship students.

Associate Department Chairs should consider the following guidelines in deciding if an undergraduate internship opportunity should be eligible for academic credit.

**Internships qualifying for academic credit at Davenport should allow students to:**

- Apply the concepts and methods of one or more academic disciplines to an appropriate work experience or field setting
- Grow intellectually by the extension of the general Excellence System, program, and course outcomes to the workplace
- Meet the goals and expectations of both the student and the internship site
- Have a project orientation and/or involve industry-specific learning activities
- Have faculty sponsors assess the quality of their academic work related to the internship experience

**All Davenport University internships approved for credit MUST:**

- Provide at least 70% of the internship duties consistent with professional or pre-professional work assignments related to students’ majors and/or career goals. Students should take an active part in such activities as program planning, task
analysis, program implementation, direct contact with information users, as well as attending meetings or training sessions, recommending options, and evaluating decisions.

- Not include more than 30% of the internship duties related to clerical, routine maintenance, or service responsibilities.

**A student for whom academic credit may be awarded for an internship is one who:**

- Possesses a suitable background in the discipline for which academic credit is sought
- Possesses the skills necessary to successfully complete the requirements of the internship
- Is emotionally and professionally mature enough to succeed in the internship workplace
- Will experience significant intellectual and professional growth through the experience

### Associate Department Chair Guidelines for Appointing Faculty Internship Course Instructors

#### Responsibilities of the Faculty Internship Course Instructor

The faculty internship instructor should be qualified by current or previous professional or job experience, or by department or program affiliation, to guide and evaluate the student’s internship experience and be prepared to fulfill the following responsibilities:

- To consult with the student’s internship Site Supervisor concerning their mutual interests in mentoring the student during the internship before and during the experience. Phone calls, e-mails, or letters are encouraged to achieve effective contact between the faculty member and the Site Supervisor.
- To insure completion of a final evaluation of the student by the Site Supervisor. See Appendix C of this guide for the required internship Site Supervisor “Final Evaluation of Student Intern Form.” This form MUST be completed by the internship Site Supervisor and returned to the course instructor. A copy of this form should be sent to:

  Dr. Wayne Sneath, Program Director Experiential Learning  
  6191 Kraft Ave SE  
  Grand Rapids, MI 49512  
  wayne.sneath@davenport.edu  
  616-871-3968

- To conduct at least one mandatory site visit in person, by phone, or by video conference with the internship Site Supervisor and the student, preferably at the midpoint of the internship or semester, in order to discuss the student’s performance.
- To assign the academic requirements of the course and monitor the student’s academic progress.
- To communicate with internship Site Supervisor and the student intern during the course of the internship.
• To evaluate and grade the student’s academic work during the internship experience, taking into consideration the Site Supervisor’s final evaluation, the student’s written and oral evaluation of the experience, and the student’s paper, project, or presentation assignments in the internship course

**Internship Policies**

Not all internships or student situations are the same. Below are several important policies for unique internship situations.

**Policy and Process for Current DU Students Wishing to Intern in a Davenport University Office or Department**

Current Davenport students may intern in university offices, programs, or departments if the following conditions apply:

• The position must be for credit and under the joint supervision of a DU faculty member AND a Davenport University on-site supervisor
• Internships will be part-time and credit-bearing; positions may be paid or unpaid depending on fund availability
• The work must provide an opportunity to meet academic/educational objectives appropriate to the student’s program
• The internship position description must be approved by the Regional Employment & Internship Manager (REIM)
• Students already employed for pay in any DU office or department may not be eligible. Please check with the REIM before proceeding. The following criteria will be used to determine eligibility:
  ➢ Serve in a different department or work unit than currently working in at DU
  ➢ Report to a different supervisor
  ➢ Have substantially different responsibilities than their current employment
  ➢ Have their internship position approved through the REIM

The **intern must meet the following criteria:**

• Declared major or specialty related to the work of the DU department or office in which the student wishes to intern
• Meets the prerequisites and GPA requirements of the credit-bearing internship course in the program

**Process for Student Application:**

• Apply for internship positions on the PeopleAdmin system: ([http://www.davenport.edu/human-resources/applicant-resources/jobs-davenport](http://www.davenport.edu/human-resources/applicant-resources/jobs-davenport))
• Interview with the hiring supervisor
• Clear a criminal background check
• Sign confidentiality, anti-harassment, and policy agreements
• Complete the required internship paperwork through collaboration with Regional Employment and Internship Manager by the semester deadlines
Policy on Students Interning at Their Current Employer

Students may intern at their current place of employment **ONLY** if they:
- Serve in a different department or work unit and report to a different supervisor
- Have substantially different responsibilities than their current employment AND the responsibilities are closely connected to their field of study at DU
- Have their internship position approved through the REIM

Students may **NOT** intern for immediate family members in a family business.

Policy on Students in DU’s Fully Online Programs

Students in DU’s fully online programs who are required or who wish to complete an internship should first contact their Academic Advisor to be sure they have met the academic requirements for the internship and to determine which Regional Employment and Internship Manager (REIM) to work with. The REIM will assist with the completion of approval of the internship position description as well as with the other required paperwork.

Online students in the International Business program should see the conditions below regarding approval of the Study Abroad/Intern Abroad requirement of the program.

Policy on International Students Seeking Internships & US Resident Students Wishing to Secure an Internship Outside of the United States

*For International Students Studying in the United States*
International students who are studying in the United States at Davenport and are required or wish to secure an internship for academic credit and/or pay, should first contact the REIM who will work with the student’s Academic Advisor and the Office of International Programs to facilitate the internship.

*For US Resident Students Seeking International Internships*
DU students who are US residents and who wish to pursue an internship abroad, should first contact their REIM who will work with the student’s Academic Advisor and the Office of International Programs to facilitate the internship.

Policy on Meeting the Study Abroad/Internship Abroad Requirement in Davenport University’s International Business Program

**Study Abroad Requirement:**
All students in Davenport University’s International Business Degree Program, whether in-seat or online, are required to complete a study abroad experience as part of the degree. The following are options available to students for meeting this requirement:

*For United States Residents:*
Students whose country of residence is the United States must choose from the following options:
- Participation in a Davenport-sponsored or Davenport-approved short or long-term study abroad program. Students must enroll in SABR 381: The Study Abroad Experience.
• Participation in an internship in an organization OUTSIDE of the United States via a Davenport-approved internship provider. Students must enroll in MGMT490N: Study Abroad Experience.

For Non-United States Residents:
Students whose country of residence is outside of United States must choose from the following options:
• Participation in a Davenport-sponsored or approved short or long-term study abroad program outside of their country of residence. Students must enroll in SABR 381: The Study Abroad Experience.
• Participation in an internship in an organization OUTSIDE of their country of residence via a Davenport-approved internship provider. Students must enroll in MGMT490N: Study Abroad Experience.

Process and Timeline For Meeting the Study Abroad/Internship Requirement
At least six months before the beginning of the semester in which students desire to complete the study abroad requirement, they should meet with their REIM to discuss the internship requirements and process for international internships. The REIM will work with Academic Advisors and the Office of International Programs to facilitate the internship, including assistance with exploring study abroad and/or intern abroad options, providing the required application forms and associated paperwork, and enrolling in the appropriate academic course.

Policy on International Students Pursing Paid Internships or Employment: Information about Curricular Practical Training (CPT)

1. What is CPT? Curricular Practical Training (CPT) is an off-campus employment option available to international students on F-1 visa status. According to the immigration regulations, the employment may be an internship, cooperative education job, a practicum, or any other work experience that is either required for your degree or for which academic credit is awarded.

2. What are the CPT eligibility criteria?
   a. Completed one academic year enrolled full-time at the campus identified on I-20 (excluding ESL)
   b. Employment must be an integral part of the degree program or requirement of a specific course
   c. Have a paid employment offer for work experience that has been approved for academic credit(s)
   d. Enrolled full-time during the semester that CPT is being considered (except summer or final semester)

3. What effect does CPT have on Optional Practical Training (OPT)? Engaging in 12 more cumulative months of full-time CPT employment during an academic level will disqualify the applicant from applying for post-completion OPT.

4. What is considered part-time CPT employment? Employment for 20 hours or less per week while you are enrolled for classes is considered part-time curricular practical training. The employment authorization will be noted on the third page of the I-20 and will specify maximum hours authorized to work.
5. What is considered full-time CPT employment? Employment for more than 20 hours per week is considered full-time. The employment authorization will be noted on the third page of the I-20 with "Full-Time." You may apply for multiple CPT employment authorizations as long as eligibility criteria are met. However, participating in twelve months or more full-time cumulative curricular practical training disqualifies the applicant for post-completion OPT.

6. How do I apply for CPT employment authorization?
   a. Consult with the P/DSO in the International Office to determine your eligibility for CPT
   b. Consult with your academic advisor to determine if and how the CPT applies towards your degree program
   c. Obtain approval from the Associate Department Chair for the proposed employment opportunity
   d. Present the P/DSO in the International Office the completed CPT Application Form (see page 27)
   e. CPT is authorized by the P/DSO in the International Office; it does not require approval from the United States Citizenship and Immigration Service (USCIS). A new SEVIS I-20 will be issued denoting employment authorization on page three.

7. Who do I call with questions regarding CPT? Davenport’s International Office
   Tel: 616.554.5317 Fax: 616.554.5239 or
   international.studiesprogram@davenport.edu

A few requirement reminders
1. Upon CPT approval, apply for a Social Security Card, unless you already have one
2. Report any change in employment
3. End employment by the CPT expiration date noted on the third page of the I-20
4. If needed, apply for CPT employment authorization extension – granted only by the P/DSO
5. Employment beyond CPT expiration date on the I-20 is a violation of immigration law and cause for termination of status.

Policy on Failure of Mandatory Internship Courses in the Maine College of Business and College of Technology
Certain programs in the Maine College of Business and College of Technology include internships required for graduation. While every effort is made to ensure student success, occasionally students can fail an internship for any of the following reasons:

- Failure to meet specific academic and performance requirements for the internship course
- Unsatisfactory evaluation by an agency or facility site supervisor
- Repeated unsatisfactory performance or a significant behavioral incident which jeopardizes the agency or facility and/or the liability and reputation of Davenport University
- Harassment of an internship site supervisor, fellow student, or faculty member
- Other student issues beyond the control of Davenport University
Failing an internship that is required for graduation will affect a student’s ability to graduate.

The considerations which will be assessed to determine a student’s ability to complete another internship after failure of a first experience are:

- Damage to the relationship with the internship employer and university reputation
- Attitude of the student and the student’s desire to accept and amend performance issues
- Ability to identify a second satisfactory internship site for the student in a future semester
- Decision of any academic or judicial affairs review process associated with the experience

Thus, no internship course in the Maine College Business or College of Technology may be repeated due to failure without explicit written permission from the Dean of the Maine College of Business or the Dean of the College of Technology.

At least one semester prior to repeating an internship course, the student must submit a letter to the appropriate Dean stating:

- Area(s) of academic, behavioral, or performance challenges
- Personal plan for improvement
- Evidence of consultation with a Career Services staff member on the identified challenges
- Date requested to repeat the failed internship course

**Policy Approved August, 2011 by:**
Maine College of Business: I. Bembenista (Interim Dean)
College of Technology: A. Jones (Associate Dean)

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**Policy on Course Substitutions and Internship Courses**
Internships may **NOT** be substituted for a capstone course in an academic program. Any request for a course substitution involving an internship course must be reviewed by the appropriate Department Chair for the program.
Frequently Asked Questions about Internships

1. **Are students placed in an internship?**
   No. Students can search for internship opportunities on DUCareerNET or propose their own internship which can be reviewed for possible academic credit. Even if an internship is pre-approved by the college for academic credit in DUCareerNet, students must complete all steps in the internship process described on p. 5 of this guidebook, including being interviewed and selected for the position.

2. **Who is eligible to do an internship?**
   Please see Appendix A for the prerequisites and academic requirements for internships.

3. **What/Who is a REIM?**
   The Regional Employment & Internship Manager (REIM) is a DU Career Services Staff member who seeks out internship opportunities with employers, posts them on our DUCareerNET system, and works with eligible students to complete their internship application and registration process. Contact information for the REIM assigned to the colleges, as well as to DU campus locations, is found on p. 4 of this guide.

4. **What if students already have an internship position lined up?**
   All internship position descriptions must be reviewed and approved for credit via the REIM before students begin the experience. Students must also complete all other steps in the process outlined on p. 5 of this guidebook by the deadlines.

5. **Can students intern with their current employer?**
   Yes. Please see the requirements described in the “How Students Find an Internship” section on p. 8 of this guidebook.

6. **Can students intern at Davenport University?**
   Yes. Please see the requirements described in the “Internship Policies” section on p. 11 of this guidebook.

7. **Can students intern with their family’s business?**
   No.

8. **When are the deadlines for internship paperwork to be completed?**
   All steps in the internship process described on p. 5 of this guidebook must be completed by the following deadlines:
   - For a Fall Semester Internship: August 1
   - For a Winter Semester Internship: December 1
   - For a Spring/Summer Semester Internship: April 1

9. **Are internship positions paid?**
   The rate of pay for internships will be set by the employers. *However, please note that many internships do not offer wages.* Also, internship work assignments do not qualify students for unemployment benefits, and they cannot file for such benefits upon completion or termination of their internship assignments for any reason.
10. **How many hours will students intern each week?**
Students and their internship Site Supervisor set the actual schedule of hours per week. Internships have specific hour requirements based on the academic program and the individual course syllabus. At minimum, internships require 150 hours for 3 credits and 300 hours of work per semester for 6 credits, unless additional hours are mandated by the program or course.

11. **How will students be evaluated in the internship?**
Students are evaluated on their performance during the internship by the assigned faculty member and the Site Supervisor. These evaluations are based on their academic performance as well as the Site Supervisor’s evaluation of performance on specific position responsibilities during the internship.

12. **What are the academic requirements of internship courses?**
These vary based on the course, but students can likely expect to keep a daily or weekly journal of their internship experience, write reflective papers, complete a final paper, and deliver a final presentation on the internship experience.

13. **What if a student disagrees with the Site Supervisor evaluation and/or the internship course grade?**
Occasionally, students may misunderstand or disagree with the grade they receive in their internship course or the evaluation from their Site Supervisor. The grade is calculated based on the academic assignments in the internship course and the evaluation of the internship Site Supervisor. All questions about internship course grades must first be addressed with the DU faculty member assigned to the course. **The student should NOT contact the internship Site Supervisor directly to discuss the course grade or evaluation.** The faculty member will work with the student and the Site Supervisor to discuss the course and evaluation grades.

14. **May students substitute an internship course for another course in their program?**
Possibly, but all requests for course substitutions must be submitted to the Chairperson of the student’s academic program by working with their Academic Advisor and REIM. **Students may NOT substitute an internship course for a capstone course in any academic program.**

15. **Do students have to pay for internship courses?**
Yes. For tuition purposes, the internship course is treated the same as any other course students are enrolled in at the university.
## Maine College of Business Programs with REQUIRED Internships

<table>
<thead>
<tr>
<th>BBA/MBA Programs</th>
<th>Specialty Areas</th>
<th>Course Titles</th>
<th>Prerequisites</th>
<th>GPA in Major</th>
<th>GPA Cumulative</th>
<th>Hours Required (Minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors Professional Accountancy</td>
<td>N/A</td>
<td>ACCT 490: Accounting Internship</td>
<td>Junior status; Business Foundations completed; ACCT 302</td>
<td>2.70</td>
<td>2.70</td>
<td>150</td>
</tr>
<tr>
<td>Strategic Human Resource Management</td>
<td>N/A</td>
<td>HRMG 490: Human Resource MGMT Internship</td>
<td>Achieved senior status; Business Foundations completed; a minimum of 50% of major area course work completed</td>
<td>3.0</td>
<td>3.0</td>
<td>150</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BS, BBA, and Certificate Programs</th>
<th>Specialty Areas</th>
<th>Course Titles</th>
<th>Prerequisites</th>
<th>GPA in Major</th>
<th>GPA Cumulative</th>
<th>Hours Required (Minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paralegal Studies (BS) &amp; Paralegal Studies Certificate</td>
<td>N/A</td>
<td>LEGL 490: Paralegal BS Internship</td>
<td>All required law classes completed or taken concurrently.</td>
<td>2.3</td>
<td>N/A</td>
<td>150</td>
</tr>
<tr>
<td>Sport Management*</td>
<td>N/A</td>
<td>6 credits of MGMT490S: Sport Management Internship</td>
<td>Achieved senior status; Business Foundations completed; a minimum of 50% of major area course work completed</td>
<td>2.7</td>
<td>2.7</td>
<td>150 for 3 credits; 300 for 6 credits</td>
</tr>
</tbody>
</table>

* Note(1): The internship experience must be associated with one of the following sport venue businesses: sport team operations, venue planning, arena operations, sport apparel retailing and manufacturing, sport marketing and promotion; Note (2): A Criminal Background check and drug screening may be required by the Internship site. A grade of C or better is required to pass this course.
<table>
<thead>
<tr>
<th>BBA/MBA Programs</th>
<th>Specialty Areas</th>
<th>Course Titles</th>
<th>Prerequisites</th>
<th>GPA in Major</th>
<th>GPA Cumulative</th>
<th>Hours Required (minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Accountancy</td>
<td>N/A</td>
<td>ACCT 490: Accounting Internship</td>
<td>Junior status; Business Foundations completed; ACCT 302</td>
<td>2.70</td>
<td>2.70</td>
<td>150</td>
</tr>
<tr>
<td>Strategic Management</td>
<td>N/A</td>
<td>Either MGMT 490:Management Internship OR Study Abroad (SABR 381) Required</td>
<td>Junior status; Business Foundations completed</td>
<td>2.7</td>
<td>2.7</td>
<td>150</td>
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<tr>
<td>Accounting Fraud Investigation</td>
<td>N/A</td>
<td>ACCT 490: Accounting Internship</td>
<td>Junior status; Business Foundations completed; ACCT 302</td>
<td>2.70</td>
<td>2.70</td>
<td>150</td>
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<tr>
<td>Accounting Information Management</td>
<td>N/A</td>
<td>ACCT 490: Accounting Internship</td>
<td>Junior status; Business Foundations completed; ACCT 302</td>
<td>2.70</td>
<td>2.70</td>
<td>150</td>
</tr>
<tr>
<td>General Business</td>
<td>N/A</td>
<td>MGMT 490 or MKTG 490</td>
<td>For MGMT 490: Junior status; Business Foundations completed For MKTG 490: Achieved senior status; Business Foundations completed</td>
<td>2.7</td>
<td>2.7</td>
<td>150</td>
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<tr>
<td>Finance</td>
<td>N/A</td>
<td>FINC 490: Finance Internship</td>
<td>Junior status; Business Foundations completed; ACCT 301; FINC 212; FINC 221; FINC 402</td>
<td>2.7</td>
<td>2.7</td>
<td>150</td>
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<tr>
<td>BBA Programs</td>
<td>Specialty Areas</td>
<td>Course Titles</td>
<td>Prerequisites</td>
<td>GPA in Major</td>
<td>GPA Cumulative</td>
<td>Hours Required (minimum)</td>
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<tr>
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<td>-------------------------------------------------------------------------------</td>
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<td>--------------------------</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>N/A</td>
<td>HRMG 330: International HR MGMT OR HRMG 490: HR Management Internship Required</td>
<td>Achieved senior status; Business Foundations completed; a minimum of 50% of major area course work completed</td>
<td>3.0</td>
<td>3.0</td>
<td>150</td>
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<tr>
<td>International Business</td>
<td>N/A</td>
<td>Either Study Abroad (SABR 381) OR MGMT 490N: Study Abroad Internship Required</td>
<td>Junior status; Business Foundations completed</td>
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<td>150</td>
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<tr>
<td>Management</td>
<td>N/A</td>
<td>MGMT 490</td>
<td>Junior status; Business Foundations completed</td>
<td>2.7</td>
<td>2.7</td>
<td>150</td>
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<tr>
<td>Marketing</td>
<td>N/A</td>
<td>MKTG 490: Marketing Internship</td>
<td>Achieved senior status; Business Foundations completed</td>
<td>2.7</td>
<td>2.7</td>
<td>150</td>
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<tr>
<td>Marketing</td>
<td>Advertising and Promotion</td>
<td>MKTG 322 OR MKTG 490: Marketing Internship Required</td>
<td>Achieved senior status; Business Foundations completed</td>
<td>2.7</td>
<td>2.7</td>
<td>150</td>
</tr>
<tr>
<td>Marketing</td>
<td>Business to Business</td>
<td>MKTG 322 OR MKTG 490: Marketing Internship Required</td>
<td>Achieved senior status; Business Foundations completed</td>
<td>2.7</td>
<td>2.7</td>
<td>150</td>
</tr>
<tr>
<td>Marketing</td>
<td>Sport Marketing</td>
<td>MGMT 223 OR MGMT 490S: Sport Management Internship Required</td>
<td>Achieved senior status; Business Foundations completed; a minimum of 50% of major area course work completed</td>
<td>2.7</td>
<td>2.7</td>
<td>200 for 3 credits; 400 for 6 credits</td>
</tr>
<tr>
<td><strong>BBA Programs</strong></td>
<td><strong>Specialty Areas</strong></td>
<td><strong>Course Titles</strong></td>
<td><strong>Prerequisites</strong></td>
<td><strong>GPA in Major</strong></td>
<td><strong>GPA Cumulative</strong></td>
<td><strong>Hours Required (minimum)</strong></td>
</tr>
<tr>
<td>------------------</td>
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</tr>
<tr>
<td>Public Safety &amp; Security Management</td>
<td>N/A</td>
<td>MGMT 490</td>
<td>Junior status; Business Foundations completed</td>
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<td>2.7</td>
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<table>
<thead>
<tr>
<th><strong>Associates Degree Programs (ABA &amp; AS)</strong></th>
<th><strong>Specialty Areas</strong></th>
<th><strong>Course Titles</strong></th>
<th><strong>Prerequisites</strong></th>
<th><strong>GPA in Major</strong></th>
<th><strong>GPA Cumulative</strong></th>
<th><strong>Hours Required (minimum)</strong></th>
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</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>N/A</td>
<td>ACCT 290</td>
<td>Sophomore status; ACCT 220 &amp; ACCT 302,BUSN 210 &amp; MGMT 211</td>
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<tr>
<td>Finance</td>
<td>N/A</td>
<td>FINC 290</td>
<td>Sophomore status; BUSN 210, FINC 211,FINC 221, MGMT 211</td>
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<tr>
<td>Paralegal Studies (AS)</td>
<td>N/A</td>
<td>LEGL 290: Paralegal AS Internship</td>
<td>All required law courses or taken concurrently; Grade of C or better to pass the course required</td>
<td>2.3</td>
<td>N/A</td>
<td>150</td>
</tr>
</tbody>
</table>

**All MCB Undergraduate Internship Course Options:**
- ACCT 290 & 490: Accounting Internship
- FINC 290 & 490: Finance Internship
- HRMG 490: Human Resource Management Internship
- LEGL 290: Paralegal AS Internship
- LEGL 490: Paralegal BS Internship
- MGMT 490: Management Internship
- MGMT 490N: Study Abroad Internship
- MGMT 490S: Sport Management Internship
- MKTG 490: Marketing Internship
### College of Technology Programs with **REQUIRED** Internships

<table>
<thead>
<tr>
<th>BS Programs</th>
<th>Specialty Areas</th>
<th>Course Titles</th>
<th>Prerequisites</th>
<th>GPA in Major</th>
<th>GPA Cumulative</th>
<th>Hours Required (minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Management</td>
<td>N/A</td>
<td>GPMT 490: Project Management Internship</td>
<td>Senior status; GPMT400</td>
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<td>2.5</td>
<td>150</td>
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</tbody>
</table>

### College of Technology Programs with **OPTIONAL** Internships

<table>
<thead>
<tr>
<th>BS Programs</th>
<th>Specialty Areas</th>
<th>Course Titles</th>
<th>Prerequisites</th>
<th>GPA in Major</th>
<th>GPA Cumulative</th>
<th>Hours Required (minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Information Systems</td>
<td>N/A</td>
<td>CISP 290: Computer Information Systems Internship</td>
<td>BUSN 210, CISP 111, CISP 241 Sophomore status</td>
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<td>2.5</td>
<td>150</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>N/A</td>
<td>CISP 490: Computer Information Systems Internship</td>
<td>Recommended: CISP 232, 239, 242 Required: CISP 238 OR 242; Junior status</td>
<td>2.3</td>
<td>2.5</td>
<td>150</td>
</tr>
<tr>
<td>Networking Technology</td>
<td>N/A</td>
<td>NETW 490: Networking Internship</td>
<td>Junior status; NETW 242 (or substitute IAAS 244 or NETW 212)</td>
<td>2.3</td>
<td>2.5</td>
<td>150</td>
</tr>
<tr>
<td>Security &amp; Information Assurance</td>
<td>N/A</td>
<td>IAAS 490: Information Assurance &amp; Security Internship</td>
<td>Achieved Senior status</td>
<td>2.3</td>
<td>2.5</td>
<td>150</td>
</tr>
<tr>
<td>Technology Management</td>
<td>N/A</td>
<td>CISP 490, NETW 490, or IAAS 490</td>
<td>See above</td>
<td>See above</td>
<td>See above</td>
<td>See above</td>
</tr>
<tr>
<td>Any Program</td>
<td>N/A</td>
<td>BITS 290: Business Info Tech Internship</td>
<td>Sophomore status; BUSN 210 &amp; BITS 214</td>
<td>2.3</td>
<td>2.5</td>
<td>150</td>
</tr>
</tbody>
</table>

**All COT Undergraduate Internship Course Options:**

- BITS 290: Business Info Tech Internship
- CISP 290 & 490: Computer Information Systems Internship
- GPMT 490: Project Management Internship
- IAAS 490: Information Assurance and Security Internship
- NETW 290 & 490: Networking Internship
Appendix B:
Sample Approved Credit-Bearing Internship Position Descriptions

Sample Maine College of Business Approved Internships

Approved for
MGMT 490: Management Internship

Title of Internship Position: Volunteer Services Intern
Organization Description: Nonprofit Family Services Organization
Site Supervisor: Volunteer Manager

Primary Responsibilities:
For more than twenty-five years, our organization has worked to support families and to shape a community that protects children from child abuse and neglect. An unpaid internship opportunity currently exists for a student wishing to gain practical understanding of nonprofit Volunteer Management. This position will provide a well-rounded experience in prevention and nonprofit work as well as volunteer management best practices and project coordination.

Responsibilities:
- Support programs and staff by coordinating day to day volunteer projects
- Assist in coordinating volunteer appreciation and professional development opportunities
- Meet, greet, and build relationships with current and future volunteers
- Set-up and coordinate volunteer orientations
- Aid in monthly program reporting, outcomes and evaluation
- Create monthly volunteer newsletter spotlighting a volunteer, explaining monthly outcomes, promoting volunteer accomplishments and upcoming opportunities
- Network with local colleges, universities, businesses and organizations to recruit volunteers

Secondary Responsibilities: The position will allow the intern to:
- Gain knowledge of the general principles of prevention and nonprofit work along with volunteer management best practices
- Develop ability to work independently, receive direction, delegate and work well with others
- Build time management and multi-tasking skills
- Gain experience in recruiting, motivating, appreciating, and retaining volunteers
- Cultivate understanding of program coordination, processes, and efficiency-building

Qualifications/Skills:
- Currently a junior or senior in relevant field of study
- Possess strong verbal and written communication skills
- Possess strong relationship building skills
- Possess strong organizational and planning skills
- Ability to commit at least 10-15 hours per week to assigned projects
Title of Internship Position: Employee Resource Intern
Organization Description: Credit Union Services Organization
Site Supervisor: Manager of Organizational Resource Development

Primary Responsibilities:
This position will function as a key part of Employee Resource team. The Intern will provide support to the Organizational Resource Development team as outlined below.
- Enter and maintain time off for all employees and managers; generate quarterly time off reports for managers and supervisors
- Maintain employee records and keep employee information up to date in all database systems
- Assist in the Hiring and Recruiting process with the Employee Resource Specialist
- Assist in new employee onboarding process
- Assist in benefit renewal including data preparation, meeting coordination, and benefit meetings
- Maintain all physical and electronic filing for CU*Answers, eDOC, and Xtend
- Process all HR paperwork, including, but not limited to, Friend of the Court, Garnishments, Verifications of Employment, and Unemployment Claims
- Assist with administrative tasks including general mail, background check entry, general filing, new employee setup, data updates for statistical reporting, and payroll copies

Secondary Responsibilities:
- Other tasks as requested by Management

Qualifications/Skills:
- Continuing education in Human Resource field or similar is required
- Superior typing, telephone and basic clerical skills required
- Excellent organizational skills; ability to effectively handle multiple priorities and meet deadlines
- Excellent verbal and written communication skills; ability to compose single correspondence or other materials as directed
- Thoroughness, excellent attention to detail; ability to take initiative and work independently
- Ability to use discretion when dealing with sensitive and confidential data
Title of Internship Position: Product Marketing Intern: Merchandising
Organization Description: Health Care Supplier
Site Supervisor: Chief Merchandising Officer

Primary Responsibilities:
Our organization is the largest direct-mail cataloger of unique products for laboratory and healthcare professionals. Our products are unique and hard to find items that make work safer, and more productive for those in these highly stressful and demanding fields. Our work environment is exciting and dynamic because of our customer-centric mentality. Our team goes above and beyond to satisfy our external and internal customers. Our organization is looking for an intern to assist with market research, outreach with our suppliers, and data management. This position includes creating supplier mailings, supplier follow up, and creation of supplier marketing collateral. This position will require data mining analysis and reporting.

Responsibilities:
- Working with current suppliers to ensure contact information is correct and to gauge level of interest
- Collaborate with Creative Department to create supplier marketing collateral
- Assist with researching new suppliers
- Send out new catalogs to vendors as needed
- Data entry, creating reports, and product classifications

Secondary Responsibilities:
- Other tasks as assigned by Chief Merchandising Officer

Qualifications/Skills:
- Major in Marketing and/or Business Administration
- Ability to work independently and with several other team members
- Effective communication skills, both written and verbal
- Familiarity with product marketing
Title of Internship Position: Accounting Intern
Organization Description: Sports Franchise
Site Supervisor: Chief Financial Officer

Primary Responsibilities:
The internship will allow the intern to learn various aspects of operational, situational and total corporate accounting and financial reporting under the direction of the Chief Financial Officer of a sports franchise. The intern will also gain knowledge in operational departments while working under the supervision of other staff, department managers, and internship supervisors.

Responsibilities:
- Maintain adequate cash reserves to operate game day and event business activity
- Manage the safekeeping and accountability of all cash reserves
- Account for all aspects of the game day and event operation and produce the subsequent game day and event management reports
- Prepare game day and event posting reports for the company's accounting system
- Complete game day and event activity reports for department managers
- Learn the cash disbursement process of approvals, payments, and posting to the company's accounting system
- Learn the basic billing and cash collection procedures of the company
- Observe and assist in preparing the company's monthly financial statement
- Prepare various statistical reports for management team use
- Understand the vital nature of IT and its role in supporting the various work departments of the company
- Learn game day and event organization involved in the success of the company’s activity by assisting other departments in preparing the facility for the event

Qualifications/Skills:
- A team player interested in learning about all aspects of the Accounting Department in a sports franchise
- Outgoing, tactful, courteous and friendly with excellent communication skills. Above all be able to operate with a high level of discretion, confidentiality, and integrity
- A strong work ethic and able to handle multiple interruptions and distractions
- Proficient with common office technology
Sample College of Technology Approved Internships

Approved for
CISP 490: Computer Information Systems Internship

Title of Internship Position: Web Applications Developer Intern
Organization Description: Credit Union Services Organization
Site Supervisor: Manager of Web Development

Primary Responsibilities:
The Web Applications Developer Intern will work with the Web Services team to execute, develop and maintain assorted Web Services projects. Serving both company clients and internal staff, the Web Applications Developer Intern builds web projects following standards-compliant web coding practices and guidelines.

Responsibilities:
- Provide day-to-day client web site maintenance
- Collaborate with Web Services teammates to design and launch web sites for the company and its clients
- Research, design, and execute web-enabled applications
- Keep the company up to date with Internet, browser, and related technological changes and industry advancements
- Maintain a positive contribution as a member of the Web Services and Technical Resource Teams and complete all tasks assigned by management to meet team objectives

Qualifications/Skills:
- Exposure to programming languages and syntaxes including, but not limited to, HTML, XML, CSS, PHP, JavaScript and SQL
- Knowledge of Internet-related and other PC software; ability to learn and explore new software independently
- Currently seeking a degree in a Computer Science or Marketing-related discipline
- Ability to perform complete project development, including project analysis, design, development, delegation of duties as needed, installation, ongoing maintenance, and any necessary documentation
- Excellent verbal communication skills; ability to deal with external clients as well as internal staff
- Excellent attention to detail and accuracy
- Ability to use discretion when dealing with sensitive or confidential data
Approved for
NETW 490: Networking Internship

Title of Internship Position: Help Desk Technician
Organization Description: Contact Center Provider
Site Supervisor: Help Desk Manager

Primary Responsibilities:
- Execute network applications and share software resources
- Provide routine software maintenance
- Inventory and maintain LAN/WAN hardware and software systems
- Install, upgrade, and configure network printing hardware and software peripheral devices
- Communicate effectively with customers to deliver timely and accurate service
- Deploy desktops for clients, install software images, and set up hardware
- Troubleshoot and resolve VOIP communications
- Troubleshoot and resolve all Desktop software and hardware systems

Qualifications/Skills:
- Junior or Senior student pursuing a Networking Technology degree.
- Must possess a working knowledge of Microsoft NT and MS Office Professional
- Satisfactory Attendance
- No active advisories
- Instructor recommendation
Approved for
GPMT 490: Global Project Management Internship

Title of Internship Position: Project Team Intern
Organization Description: Hospital/Health Care Organization
Site Supervisor: Project Leader

Primary Responsibilities:
This major organizational project will evaluate further direction of health care in the occupational arena with the implementation of additional services. This will be a published project and will require large amounts of data collection, analysis, communications, evaluations for success or improvement, problem solving, working with the Internal Research Board and creation of all data publications.

Responsibilities:
- Conduct data evaluation, problem-solving, and process development and correction
- Report and communicate project success and failures, meetings and updates, milestone evaluation, analysis of data and publishing of results to project team
- Manage the information technology aspects of the project
- Assess the connectivity and the ability to integrate software so that information can be shared accurately and in an automated fashion
- Reduce the cycle time for clinical documentation
- Work with software vendors and internal departments to bring project changes to fruition

Qualifications/Skills:
- Project research, development, budgeting, evaluation, risk management, and preparation skills
- Reporting and data analysis skills
- Ability to accumulate the necessary information for publication of medical results
- Knowledge of medical/occupational direction of workers’ compensation cases
## APPENDIX C
Associate Chairs or Others
Responsible for Approving Undergraduate Internship Position Descriptions

### Maine College of Business
Management & Human Resource Management Internships

<table>
<thead>
<tr>
<th>Location</th>
<th>Internship Courses</th>
<th>Approving Associate Chair/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Rapids</td>
<td>MGMT 490, HRMG 490</td>
<td>Jim Gort</td>
</tr>
<tr>
<td>Flint, Lansing, Saginaw, Midland</td>
<td>MGMT 490, HRMG 490</td>
<td>Lesley Gale</td>
</tr>
<tr>
<td>Warren, Livonia</td>
<td>MGMT 490</td>
<td>Michael Kolacz</td>
</tr>
<tr>
<td>Warren, Livonia</td>
<td>HRMG 490</td>
<td>Dave LeBeau</td>
</tr>
<tr>
<td>Holland, Kalamazoo, Battle Creek</td>
<td>MGMT 490, HRMG 490</td>
<td>Todd Terry</td>
</tr>
<tr>
<td>Online</td>
<td>MGMT 490</td>
<td>Jackie Anderson</td>
</tr>
<tr>
<td>Online</td>
<td>HRMG 490</td>
<td>Sally Armstrong</td>
</tr>
<tr>
<td>All Locations</td>
<td>MGMT 490S (Sport Management)</td>
<td>Steve Prawdzik</td>
</tr>
<tr>
<td>All Locations</td>
<td>MGMT 490N (Study Abroad Internship)</td>
<td>Frank Novakowski &amp; Al Walczak</td>
</tr>
</tbody>
</table>

### Management Internship Courses:
- MGMT 490: Management Internship
- MGMT 490N: Study Abroad Management Internship
- MGMT 490S: Sports Management Internship
- HRMG 490: Human Resources Internship
- CAPS 790: MBA Capstone Internship

### Marketing Internships

<table>
<thead>
<tr>
<th>Location</th>
<th>Internship Courses</th>
<th>Approving Associate Chair/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Rapids, Holland, Kalamazoo, Battle Creek</td>
<td>MKTG 490</td>
<td>Margaret Mwenda</td>
</tr>
<tr>
<td>Flint, Lansing, Saginaw, Midland, Warren, Livonia</td>
<td>MKTG 490</td>
<td>Amy Angell</td>
</tr>
<tr>
<td>Online</td>
<td>MKTG 490</td>
<td>Linda Crosby</td>
</tr>
<tr>
<td>All Locations</td>
<td>International Marketing Internships</td>
<td>Mike Carey &amp; Al Walczak</td>
</tr>
</tbody>
</table>

### Marketing Internship Courses:
- MKTG 490: Marketing Internship
## Accounting & Finance Internships

<table>
<thead>
<tr>
<th>Location</th>
<th>Internship Courses</th>
<th>Approving Associate Chair/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Rapids</td>
<td>ACCT 290, ACCT 490</td>
<td>Grant Lee</td>
</tr>
<tr>
<td>Grand Rapids</td>
<td>FINC 290, FINC 490</td>
<td>Tom Price</td>
</tr>
<tr>
<td>Flint, Lansing, Saginaw, Midland</td>
<td>ACCT 290, ACCT 490, FINC 290, FINC 490</td>
<td>Larry Simpson</td>
</tr>
<tr>
<td>Holland, Kalamazoo, Battle Creek</td>
<td>ACCT 290, ACCT 490, FINC 290, FINC 490</td>
<td>Barry Chapman</td>
</tr>
<tr>
<td>Warren, Livonia</td>
<td>ACCT 290, ACCT 490, FINC 290, FINC 490</td>
<td>Brian Moore</td>
</tr>
<tr>
<td>Online</td>
<td>ACCT 290, ACCT 490, FINC 290, FINC 490</td>
<td>Dale Prondzinski</td>
</tr>
<tr>
<td>All Locations</td>
<td>International Accounting &amp; Finance Internships</td>
<td>Deb Kiss &amp; Al Walczak</td>
</tr>
</tbody>
</table>

### Accounting & Finance Internship Courses

- ACCT 290: Accounting Internship (AS)
- ACCT 490: Accounting Internship (BS)
- FINC 290: Finance Internship (AS)
- FINC 490: Finance Internship (BS)

## Paralegal Internships

<table>
<thead>
<tr>
<th>Location</th>
<th>Internship Courses</th>
<th>Approving Chair/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Rapids</td>
<td>LEGL 290, LEGL 490</td>
<td>Barb Craft</td>
</tr>
<tr>
<td>Lansing</td>
<td>LEGL 290, LEGL 490</td>
<td>Elizabeth Nobis</td>
</tr>
<tr>
<td>All Locations</td>
<td>International Paralegal Internships</td>
<td>Barb Craft &amp; Al Walczak</td>
</tr>
</tbody>
</table>

### Paralegal Internship Courses

- LEGL 290: Paralegal Internship (AS)
- LEGL 490: Paralegal Internship (BS)
## College of Technology

### Associate Chairs or Others
Responsibilities for Approving Internship Position Descriptions

### CIS and Technology Management Internships

<table>
<thead>
<tr>
<th>Location</th>
<th>Internship Courses</th>
<th>Approving Associate Chair/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Rapids, Holland, Kalamazoo, Battle Creek</td>
<td>BITS 290, CISP 290, CISP 490</td>
<td>John Griffin</td>
</tr>
<tr>
<td>All Locations</td>
<td>GPMT 490</td>
<td>Bob Clarkson</td>
</tr>
<tr>
<td>Warren, Livonia</td>
<td>BITS 290, CISP 290, CISP 490</td>
<td>Steve Boyak</td>
</tr>
<tr>
<td>Lansing, Midland, Saginaw, Flint</td>
<td>BITS 290, CISP 290, CISP 490</td>
<td>Jim Veneziano</td>
</tr>
<tr>
<td>Online</td>
<td>BITS 290, CISP 290, CISP 490</td>
<td>Bruce Collins</td>
</tr>
<tr>
<td>All Locations</td>
<td>International CIS &amp; Technology Management Internships</td>
<td>Gabriela Ziegler &amp; Al Walczak</td>
</tr>
</tbody>
</table>

### Computer Information Systems & Technology Management Internship Courses:
- BITS 290: Business Info Tech Internship
- CISP 290: Computer Information Systems Internship
- CISP 490: Computer Information Systems Internship
- GPMT 490: Global Project Management Internship

### Networking & Security Information Management Internships

<table>
<thead>
<tr>
<th>Location</th>
<th>Internship Courses</th>
<th>Approving Associate Chair/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Rapids, Holland, Kalamazoo, Battle Creek</td>
<td>IAAS 490, NETW 290, NETW 490</td>
<td>Tony McCutchen</td>
</tr>
<tr>
<td>Lansing, Midland, Saginaw, Flint</td>
<td>IAAS 490, NETW 290, NETW 490</td>
<td>Jim Veneziano</td>
</tr>
<tr>
<td>Warren, Livonia</td>
<td>IAAS 490, NETW 290, NETW 490</td>
<td>Steve Boyak</td>
</tr>
<tr>
<td>Online</td>
<td>IAAS 490, NETW 290, NETW 490</td>
<td>Richard Comden</td>
</tr>
<tr>
<td>All Locations</td>
<td>International Networking &amp; Security Internships</td>
<td>Lonnie Decker &amp; Al Walczak</td>
</tr>
</tbody>
</table>

### Networking & Security Information Management Internship Courses:
- IAAS 490: Information Assurance & Security Internship
- NETW 290: Networking Internship
- NETW 490: Networking Internship
Thank you for hosting a Davenport University intern this semester. Please take a few minutes to evaluate the competence and skills of your intern with regard to university and program outcomes as well as your experience working with us to host an intern. Your feedback is extremely valuable to us and will be used to improve our academic program curriculum and internship processes.

To be completed by the student’s Internship Site Supervisor

Student’s Name: __________________________________________________________

Name of Internship Organization: ____________________________________________

Address: ________________________________________________________________

Phone: _________________________ Fax: ____________________________________

Supervisor Name: __________________________________________________________

Supervisor Title: __________________________________________________________

Phone: __________________________Fax: ___________________________________

E-mail address: __________________________________________________________

Dates of internship: From: __________ (month/year) To: __________ (month/year)

Total number of hours student has completed in the internship to date:___________

Final Evaluation Date: _____________________________________________________

SECTION I: DAVENPORT UNIVERSITY EXCELLENCE SYSTEM OUTCOMES

Using a scale of 1-5 where one indicates “NOT AT ALL PROFICIENT” and five indicates “EXCELS,” please tell us the extent to which you feel your student intern is proficient or excels in the areas listed below.

- “NOT PROFICIENT” means that the student lacks the skill or competency necessary for success at an ENTRY level in the workplace.
- “PROFICIENT” means that the student has mastered the skill or competency at a level necessary for success at an ENTRY level in the workplace.
- “EXCELS” means that the student has shown a skill level higher than the expectation of ENTRY level in the workplace.
- If this is not a skill or competency that is necessary in the context of the work this intern was performing, please select N/A = “Not Applicable.”
- If you did not have the opportunity to observe the student utilizing one of the competencies listed below, please select Not Obs. = “Not Observed”
<table>
<thead>
<tr>
<th>DAVENPORT UNIVERSITY EXCELLENCE SYSTEM OUTCOMES</th>
<th>Not Proficient</th>
<th>Proficient</th>
<th>Exceles</th>
<th>N/A</th>
<th>Not Obs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global &amp; Intercultural Competence</td>
<td></td>
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<tr>
<td>Interacting successfully with people of other cultures and backgrounds.</td>
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<tr>
<td>Taking into account diverse ideas, opinions and values when making decisions and acting upon them.</td>
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<tr>
<td>Exhibiting appreciation of different value systems.</td>
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<tr>
<td>Civic &amp; Social Responsibility</td>
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<tr>
<td>Working collaboratively within community contexts.</td>
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<tr>
<td>Behaving in a socially responsible manner.</td>
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<tr>
<td>Ethical Reasoning &amp; Action</td>
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<tr>
<td>Recognizing complex, ethical issues as they arise in the workplace.</td>
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<tr>
<td>Behaving with integrity in workplace interactions.</td>
<td></td>
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<tr>
<td>Identifying solutions to moral and ethical problems.</td>
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<tr>
<td>Critical &amp; Creative Thinking</td>
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<tr>
<td>Raising important questions.</td>
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<tr>
<td>Applying new perspectives to existing situations.</td>
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<tr>
<td>Forming logical conclusions supported by evidence.</td>
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<tr>
<td>Using innovative thinking.</td>
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<tr>
<td>Analysis &amp; Problem Solving</td>
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<tr>
<td>Approaching a problem by using a logical, systematic, sequential approach.</td>
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<tr>
<td>Identifying contextually relevant considerations in analyzing a situation or making a decision.</td>
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<tr>
<td>Interpreting and using data to better understand problems.</td>
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<tr>
<td>Proposing solutions that are feasible for the workplace.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>DAVENPORT UNIVERSITY EXCELLENCE SYSTEM OUTCOMES</td>
<td>Not Proficient</td>
<td>Proficient</td>
<td>Excls</td>
<td>N/A</td>
<td>Not Obs.</td>
</tr>
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<td>-----------------------------------------------</td>
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</tr>
<tr>
<td><strong>Leadership &amp; Teamwork</strong></td>
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<tr>
<td>Reinforcing team members for their contributions.</td>
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<tr>
<td>Providing assistance, information, and support to others, to build or maintain relationships with them.</td>
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<tr>
<td>Recognizing and encouraging behaviors which contribute to teamwork.</td>
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<tr>
<td><strong>Information Technology Proficiency</strong></td>
<td></td>
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<tr>
<td>Using technology appropriately and efficiently to access needed information (web browsers, databases, etc.)</td>
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<tr>
<td>Using technology appropriately to effectively communicate with others (email, instant messaging, social media, etc.)</td>
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<tr>
<td>Using software including, word processing, spreadsheets, presentations effectively.</td>
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<tr>
<td>Exhibiting appropriate depth of knowledge and skill in technology to perform projects assignments.</td>
<td></td>
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<tr>
<td><strong>Written Communication</strong></td>
<td></td>
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<tr>
<td>Producing documents appropriate to the purpose/context of the professional setting.</td>
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</tr>
<tr>
<td>Expressing ideas clearly and concisely in writing.</td>
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<tr>
<td>Using appropriate mechanics, punctuation and sentence structure in written documents.</td>
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<tr>
<td><strong>Professional Communication</strong></td>
<td></td>
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<tr>
<td>Establishing professional relationships.</td>
<td></td>
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<tr>
<td>Tailoring communications to effectively reach the intended audience.</td>
<td></td>
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<tr>
<td>Expressing themselves clearly in conversations and interactions with others.</td>
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</tr>
<tr>
<td>Wearing appropriate attire in the workplace.</td>
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</tr>
</tbody>
</table>
SECTION II: General Comments on the Intern’s Performance & Recommended Grade

Please see below to provide general comments, assign a graded evaluation for the student’s performance in the internship, and to sign the evaluation.

As the site supervisor, please provide your overall impression of the student’s performance. This can be based on how well the student met the requirements of the position description, learning contract, or other established workplace standards.

The Site Supervisor’s graded evaluation of the student counts as a significant percentage of the final course grade. Please assign the student a **number grade** for his/her performance during the internship based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-93</td>
<td>C+</td>
<td>79-77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>92-90</td>
<td>C</td>
<td>76-73</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>89-87</td>
<td>C-</td>
<td>72-70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>86-83</td>
<td>D+</td>
<td>69-67</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>82-80</td>
<td>D</td>
<td>66-63</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>F</td>
<td>62-0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide a specific **number grade** for the student’s performance in the internship:

**Number grade (example: 91): ______**
SECTION III: DAVENPORT UNIVERSITY INTERNSHIP PROCESS

At Davenport University (DU) we strive to continually improve our academic processes. Please provide us with feedback about your experience working with DU on this internship by rating your level of agreement with the following statements.

Scale: 1=Strongly Disagree to 6=Strongly Agree

<table>
<thead>
<tr>
<th>SITE SUPERVISOR EVALUATION OF DAVENPORT UNIVERSITY INTERNSHIP PROCESS</th>
<th>Strongly Disagree</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have a good understanding of the process for obtaining a Davenport intern.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>I have a good understanding of the process for supervising a Davenport intern.</td>
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<tr>
<td>I have a good understanding of the process for evaluating a Davenport intern.</td>
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<tr>
<td>The Davenport Experiential Learning Internship Agreement clearly explains my responsibilities as a site supervisor/preceptor for the internship.</td>
<td></td>
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<tr>
<td>The Davenport faculty or staff member overseeing this student intern adequately communicated the internship guidelines, practices, and expectations to me.</td>
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<tr>
<td>I had sufficient contact with the Davenport faculty or staff member overseeing this student intern.</td>
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<tr>
<td>Hosting this student intern met the expectations of my organization.</td>
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<tr>
<td>My organization would host another Davenport University Internship student.</td>
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</tbody>
</table>

I certify that the responses given on this evaluation are based on observations I have made or on information of which I have knowledge.

**Internship Site Supervisor:**
Submitted By: __________________________  Date: __________________________
Phone Number: _________________________  E-Mail Address: __________________________

**DU Internship Student:**
Student Signature: __________________________
Date of Review of Evaluation with Site Supervisor: __________________________