

# COLLEGE OF BUSINESS

## Learning Agreement Contract

BA 410 Internship P/N

This form must be completed by the student in consultation with the faculty supervisor, the supervisor, and the Department Chair. After obtaining all required signatures, return the completed Learning Agreement, with required attachments, to the Office of Student Services, Bexell 214. Registration restrictions will be lifted for you to register by a Student Services staff member. Once the restriction is lifted, you will receive an ONID email instructing you to register for the course by CRN. Keep a copy of this document for your records.

STUDENT NAME _____ ID# _____
E-MAIL _____ PHONE _____
ADDRESS _____
COURSE NO _____ CREDITS _____ CRN _____ TERM/YR _____
FACULTY SUPERVISOR _____
OPTION/MAJOR DECLARED _____
INTERNSHIP ORGANIZATION _____
INTERNSHIP LOCATION ADDRESS _____
Is the supervisor on site? Yes _____ No _____ if no, what is the frequency and mode of supervisor interaction? _____
POSITION TITLE _____
(Check the one that applies) Is the internship ___ paid or ___ unpaid?

### REQUIRED SIGNATURES

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Take to Robin Silveira, Bexell 200, for last signature.

**Instructor of Record: James Coakley, Associate Dean of Academic Programs**

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### BA 410 – COLLEGE OF BUSINESS INTERNSHIP

An internship is an arrangement whereby a student gains practical work experience related to the student's particular specialty area. An internship may or may not involve a salary or wage. Under proper conditions, and subject to appropriate supervision, work experience can provide a learning experience of academic value. An internship represents an opportunity for qualified students to enhance their university training through exposure to practice situations and managerial decisions.

An internship can originate in one of two ways. **First**, an organization which has decided to sponsor an internship during the year will initiate a competitive search for an intern. An internship that originates in this way generally requires a formal interview with personnel of the sponsoring organization, conducted either at the Career Services Center or at the office of the sponsoring organization. Information regarding internship opportunities is posted on the main floor of Bexell Hall under "Internship/Employment," and in the Career Services Center. **Second**, a student may individually attempt to initiate an internship directly with an organization which has not previously expressed a current intention of sponsoring an internship. In either case, it is the responsibility of the student, rather than the College of Business, to secure an internship position.

International students are solely responsible for obtaining necessary approvals and filing the appropriate visa paperwork to allow them to participate in paid internships. These forms can be obtained from the Office of International Education, Snell Hall, room 444.

### GUIDELINES

In order to qualify for academic credit, an internship must meet the following guidelines:

- a. **Nature of Qualifying Work**. The work experience must be in an area of specialization, as represented by the student's option in Business. Moreover, the work experience shall be equivalent to the type(s) of entry-level, professional work relevant to an Oregon State University graduate. There is a presumption that the student will have completed a sufficient amount of upper division Business course work upon which the internship is based.
- b. **Supervision**. The administration of BA 410 will be the responsibility of the faculty member who must agree to supervise the internship and evaluate the student's overall performance. The work of the intern shall be supervised by a full-time work-site professional. The extent of supervision will be a function of the nature of the work and the experience of the intern.
- c. **Credit**. A maximum of six academic credits may be granted for BA 410. A full-time (40 hours per week) internship position for one academic term is judged to be equivalent to six credits. BA 410 may be repeated to the maximum, which is cumulative, of sixteen credits. BA 410 is offered on a P/N graded basis only. BA 410 is graded by the faculty supervisor using, at a minimum, a formal written evaluation of the student's work by the supervisor and a concluding written report by the student, which will include the following sections: (1) a detailed description of work activity, (2) an evaluative analysis of the relationship between the work activity and the student's supporting course work, and (3) explicit suggestions for improving the internship experience. The faculty supervisor may require other performance measures.

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- d. **Timing.** Arrangements for the internship must be made **in advance** following the procedures detailed in the section below. Retroactive approval or credit for previous work experience will not be granted. A student must register for BA 410 in the term(s) in which the internship experience actually occurs.

### **PROCEDURES**

Once an internship has been arranged by the student, the following procedures are to be followed:

1. Prior to registering for BA 410 or starting the internship, the student should obtain, complete, and file the "Learning Agreement." Learning Agreement forms are available in the Office of Student Services, Bexell 214.
2. Responsibility for completing the Learning Agreement rests with the student, in consultation with the faculty supervisor and the supervisor. **Attachments to the Learning Agreement must cover:**
  - **A position description, signed by the supervisor.**
  - **Detailed information concerning all major components of the internship, including a time frame for these activities.**
  - **A statement of learning objectives and the activities designed to meet the learning objectives.**
  - **A statement of responsibilities of the student, the faculty supervisor and the on-site supervisor.**
  - **The means of evaluation that will be used by the faculty and on-site supervisor to judge the student's performance.**
3. After obtaining the required signatures of approval, the student must file a copy of the completed Learning Agreement with the Office of Student Services, Bexell 214. The Learning Agreement must be filed **prior** to the registering for BA 410 or starting the internship.