



## MGMT 4084- Student Internship Program Guidelines

STEPS	Internship Checklist for MGMT 4084	Check -list
1.	Student will communicate with COB Academic Advisor(s) and/or Internship Coordinator to discuss course credit and registration process. If you have an internship move to Step 2.	✓
2.	<p>All students must register with Handshake. Students will request the <b>MGMT 4084 Internship Experience</b> under Experience tab (located under Career Center drop down menu) in Handshake. Students must answer each question in the <b>application thoroughly and accurately.</b></p> <ul style="list-style-type: none"> <li>• If you have secured an internship and ready for the next step : Register using Handshake: <a href="https://www.tarleton.edu/careerservices/handshake.html">https://www.tarleton.edu/careerservices/handshake.html</a></li> <li>• If you need assistance locating an internship please contact: <b>Mr. Marcus Taylor</b>; Job Locator and Development Coordinator (Career Services) <a href="mailto:mtaylor2@tarleton.edu">mtaylor2@tarleton.edu</a>; <b>254.968.9969</b></li> </ul> <p style="text-align: center;"><i>Each student holds the responsibility for securing an internship.</i></p>	✓
3.	The Internship application will be reviewed by the faculty internship coordinator and Career Services staff. There will be an email and verification process that generated within Handshake that must be approved by the internship employer/supervisor. Students will receive confirmation of acceptance/denial of the request and corresponding registration information for the course for those approved requests.	✓
4.	After receiving approval into the course, students must register for the course PROMPTLY. The course will be administered through Canvas. Throughout the semester the student will be required to submit assignments as described further within the internship course syllabus.	✓

- The faculty internship coordinator has the discretion to determine whether a student may receive course credit for a job that they are currently doing. *\*A job description will be requested for justification purposes for all internship requests. Students who are seeking to complete the internship as part of their current role must provide a job description of the current position and identify the specific tasks, duties and responsibilities (TDR's) that will be added/modified constituting a new and substantial learning and development experience. In this situation the new TDR's must account for the equivalent of 8-10 hours per week over the academic semester.*
- **If** the internship is approved, a registration override will be provided to the student.
- Students participating in an internship for academic credit must follow and complete all course requirements. The course will be delivered via Canvas learning management system and will open at the beginning of each semester.
- Internships should be 10-20 hrs. per week and a **minimum of 150 hrs.** per semester. While participating in the internship program, interns are expected to follow company rules, dress appropriately, maintain a high-level of professionalism, and model the university core values. Students may contact the faculty internship coordinator at any time during internship to discuss any matters regarding the internship.

Disclaimer: The Tarleton State University College of Business makes no guarantee about internship positions and are not responsible for safety, wages, working conditions or other characteristics of employment. If the student is obtaining his/her own internship location, it is their obligation to research the integrity of the organization(s) to which he/she is applying and confirm the specific information pertaining to the internship posting. Internship seekers should exercise due diligence and use caution when applying for or accepting any position. Submitting an internship application does not ensure an internship, but instead provides an occasion to discuss internship opportunities.