Steps to the Internship Process (XX390)
(Revised on 7/3/14)

1. Go to the following link: http://eraven.franklinpierce.edu/s/dept/business/index.htm. Click on the “Internships” link. All internship related forms are also on this page.

2. Meet with your advisor to discuss when and where you wish to complete the internship.

3. Identify your internship employer supervisor and complete the "Internship Learning Contract Form" with your advisor. You will need to secure appropriate signatures. **You cannot receive credit for an internship that has started before an internship contract is completed and signed by all parties, within the timeline parameters provided by the current academic catalog.**

4. Keep a daily log (journal) of your internship experience. Each day type a paragraph or two describing the tasks you performed, what you learned, observations about your work setting, and business practices. In addition, try to document how you have applied your skills and knowledge gained from your undergraduate education. Use Microsoft Word to enter entries to your daily log. Your journal will be attached as an Appendix to your final report. Begin each entry with the date and the number of hours you worked for the day. Remember, for three credit internships, you will need to document 165 hours of internship related work. You do not need a signature from your internship supervisor for each entry, as this person will be evaluating you at the end of the internship. Your faculty advisor may choose to follow up with your internship supervisor for verification purposes of the work you claim to have completed.

5. Have your employer supervisor complete the "Internship Evaluation Form" as you approach completing your internship.

6. Type the Internship Final Report (refer to "Internship Final Report Outline" in next section). In addition to attaching your journal (daily log) in Appendix A of the report, you are expected to attach an additional Appendix (B) that includes projects you have worked on during the internship. Examples include advertising, marketing, financial, management, eCommerce, or other business related materials you may have helped develop or worked on.

7. Submit all materials to your internship advisor as one neatly bound package. All pages are to be attached with a staple or binder clip (no plastic covers please), unless sleeves are necessary for Appendix B.

8. Your advisor may request a final meeting with you. This can be accomplished via email, phone, or a physical meeting. Check with your advisor on this issue.

**Additional Important Points**

- In most cases, if you are registered during the summer session, you will receive an "IP" grade. The "IP" represents "in progress." Once you have submitted all of your internship requirements to your advisor, a "Submission of Grade Form" will be issued that will have your final grade.
Internships completed during the summer terms are charged as a course (see current academic catalog for specifics). Internships completed during an academic semester can be part of a normal course load.

Keep copies of all internship forms and related materials for your own record.

Your final package will include:
1. Internship Evaluation Form (filled out by your employer supervisor)
2. Internship Final Report
3. Appendix A - Journal

All pages are to be attached with staple or binder clip (no plastic covers please unless sleeves are necessary for Appendix B).

**Communication With Your Advisor**

Make sure to be in touch with your advisor as to his/her procedures for communication and other internship material that he/she may require. If you are off campus (e.g. during summer months) and you locate an internship, contact your advisor initially by campus email (unless other communication means have been arranged).

**Internship Report Outline (XX390)**

The report length will be a minimum of ten, double-spaced pages (excluding references and appendixes), 12-point font, and use headings/subheadings as indicated below. Follow APA guidelines for writing format. See [www.apastyle.org](http://www.apastyle.org) and [http://owl.english.purdue.edu/handouts/research/r_apa.html](http://owl.english.purdue.edu/handouts/research/r_apa.html) for examples. Integrate what you have learned in your classes.

**Internship Report Template Headings**

Layout your report using the following headings and format:

**Title Page**

**Background Information of the Organization**

**Description of the Organization** (name and location of company, number of employees, sales of organization, year founded, other historical facts, type of company profit/nonprofit, publicly traded, private, partnership, corporation, etc.)

**Description of Products/Service**

**Organization Philosophy and Practices** (include mission statement, organizational culture, and socially responsible initiatives)

**Organizational Structure** (provide organizational chart)

**Employer Supervisor**

**Length of Service/Experience**
History With Company

Education Level (of employer supervisor)

“If I had to do it all Over” (from the employer supervisor’s viewpoint)

Description of Your Duties

Reiteration of Goals and Objectives

Quality of Instruction (by employer supervisor and others)

Self-Start or Directed

Problems Encountered

Methods Used in Problem Solving

Realities of the Internship as Compared to Preconceptions

Conclusion

Goals and Objectives Achieved

Learning Experience

Most Valuable Experience

Person(s) Most Helpful

Application of Skills and Knowledge from Business and Related Course Work
(Were you able to apply to your internship?)

Impact of Internship (Did the internship help crystallize your career goals?)

References

Appendix A
   Journal

Appendix B
   Evidence of Projects/Tasks Completed