

Objectives, Policies, and Procedures

Objectives

The W. A. Franke College of Business Fieldwork Experience (Internship) Program at NAU is intended to benefit students, companies and other agencies by providing alternate periods of study and work for participating students. As a result of their practical work experience, students should return to the classroom better informed, more prepared, and motivated.

This program promotes voluntary cooperation among employers, students and The W. A. Franke College of Business. The goal is to integrate academic study based on classroom theory with career-related work experience.

Internship assignments are in the areas of business, government and other organizations. It is not the goal of the program for students to secure full-time permanent positions with the organization where they are completing an internship.

Credit Hour Standards

Number of academic units to be earned	3	6
Minimum amount of hours an intern must work	135	270
Average hours per week in a 16-week semester	8.5	17

In order for a position to qualify the student to earn academic credit, the student must be completing the required work hours during the semester which they are enrolled in the fieldwork experience course. (ACC 408, CIS 408, CIS 408C, ECO 408, FIN 408, MGT 408 or MKT 408.

For ACC 408, CIS 408, ECO 408, FIN 408, MGT 408 or MKT 408, a student can earn three (3) units for each 135 hours on the job.

Up to six (6) hours of academic credit may be taken for the one job position; however, **only the first three (3) units, of a (6) unit internship, will apply to the major program if applicable.** The remaining units will be elective credit only and will not fulfill any major requirements. Students can earn additional credits if the internship is significantly different from the previous internship position.

Documentation

Students will be assigned to a fieldwork experience class shell in Blackboard Learn. The student will submit all academic assignments by the deadlines outlined in the course syllabus. These

assignments, combined with required number of work hours an intern must work, will be the basis for the final grade determination (pass/fail).

The academic assignments an intern is required to complete will depend on the number of academic units in which the intern is enrolled.

Grading

All ACC 408, CIS 408, CIS 408C, ECO 408, FIN 408, MGT 408, or MKT 408 work experience are graded pass/fail.

Academic Integrity

Acts of academic dishonesty related to an internship will result in disciplinary procedures as specified by the University and the Arizona Board of Regents' Code of Conduct. Academic dishonesty includes: 1) plagiarism: any attempt to pass off other's work as your own; 2) cheating: any attempt to gain an unfair, hidden advantage over one's fellow students; 3) fabrication: any attempt to present information that is not true; 4) fraud: any attempt to deceive an instructor or administrative officer of the university. *Students should be prepared to accept the consequence of a grade of F in the course for acts of academic dishonesty.*

We expect our students to act ethically in the workplace as they complete their internship requirements. Students should comply with The W. A. Franke College of Business code of conduct and the code of conduct for the organization that employs them. Any legal or ethical violation in the workplace will be considered academic dishonesty and will be subject to disciplinary procedures as described above.

Please refer to the following website for university policy on academic integrity:

<https://policy.nau.edu/policy/policy.aspx?num=100601>

Learning Objectives

Learning objectives are outlined in the course pack under the Academic Assignment section in the Blackboard Learn shell. The Associate Dean has final approval on all internships and can override an advisor's or faculty mentor's prior approval.

Correspondence

All e-mail correspondence must be conducted via BB Learn. Course content is primarily delivered through the Blackboard Learn online learning platform accessible at <https://bblearn.nau.edu>. Weekly internet access is required to complete the fieldwork experience 408 course.

Procedures

Please see "Checklist for Taking an Internship for Academic Credit" found at

http://franke.nau.edu/cdo/internships_and_jobs/internship_information

Policies

1. To be eligible for enrollment in the internship courses ACC 408, CIS 408, CIS 408C, ECO 408, FIN 408, MGT 408 or MKT 408, students must meet the following minimum requirements:
 - Be admitted into the Business Professional Program
 - Have a minimum cumulative GPA of 2.5.
2. **Students must locate, apply for and obtain their own internship.** Students must follow all formal procedures as described in this document in order to receive academic credit for the work experience.
3. An internship, part-time position or full-time position may be paid or unpaid in order to receive academic credit.
4. Credit for the work experience will **NOT** be granted retroactively (i.e., credit will **NOT** be awarded for work performed prior to the semester in which the student is enrolled in the fieldwork experience course).
5. A position that is primarily clerical will **NOT** be approved for internship credit. The Associate Dean has final approval on all internships and can override an advisor's or faculty mentor's prior approval.
6. A participating organization is free to terminate a student in the internship program at any time. If a student is terminated after the course withdraw deadline, the student will receive a failing grade.
7. Should a student leave the organization by choice before the Work Agreement is fulfilled, without first gaining the approval of the Internship Coordinator, and after the course withdraw deadline has passed, the student will receive failing grade.
8. The intern supervisor is required to complete one written evaluation during the student's employment experience. If the evaluation is not received by the end of the semester in which the student is enrolled in the internship course, the student will receive an incomplete grade. An incomplete grade will automatically change to a failing grade within one calendar year of being posted on the student's transcript. In all cases where students and/or organizations are having difficulties with respect to the Work Agreement or fulfilling any part of the course requirements, contact the Internship Coordinator immediately.