

The FCB Student Intern



**NORTHERN ARIZONA
UNIVERSITY**
The W. A. Franke College of Business

The purpose of an internship

The purpose of the internship program is to provide qualified students in The W. A. Franke College of Business with practical work experience in business industries. The internship program provides the cooperating employer with the opportunity to make reliable evaluations of potential employees for future employment with their company.

The program

As a student in our internship program you are to engage in a variety of training opportunities in the company where you will intern. The actual work experience and employee schedule will be determined by the needs of your employer. The focus of the internship should be on providing you with exposure to business functions and responsibilities, to as many aspects of the company as possible, and if possible a useful special project. Internships can take place during the fall or spring semester, or the 10-week summer session.

Accountabilities

There are three major players in your internship experience: you, your employer, and the FCB Internship Coordinator. All players must work together and communicate to ensure a positive learning experience.

Compensation

The employer has several options available to them for compensating the student intern:

1. The employer pays the intern the established wage for the assigned position (*most common*).
2. The employer requires the student to earn academic credit for the internship and the intern is not paid a wage (*common*).
3. The employer pays the intern's tuition AND pays the established wage for the assigned position (*in rare cases*).
4. The employer pays the intern the established wage for the assigned position and provides housing at discounted rates (*in rare cases*).

Student intern requirements

Advisor approval

- Meet with a faculty advisor to discuss how and if an internship will fit into your degree requirements.
- Determine the maximum number of credits that you will benefit from enrolling in.
- Have your advisor sign the Internship Faculty Advisor form.

GPA

Students must have a minimum cumulative GPA of a 2.5 or they will not be eligible to enroll in the course. **No exceptions.**

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Class standing

- Internships are geared toward juniors and seniors to ensure that they have successfully completed the lower-division coursework, that they have the minimum qualifications to be successful in the internship, and that they have basic knowledge of the industry requirements.
- Some employers have internships available for freshmen and sophomores.

Enrollment

- If an FCB student wants to earn academic credit for an internship they have already been accepted to, they will be enrolled in one of the FCB fieldwork experience courses (ACC, CIS, ECO, FIN, MKT, or MKT 408) for a minimum of three (3) units to a maximum of six (6) units.
- Please see the “Important Information & Paperwork” section of the course pack for details on enrolling in the FCB fieldwork experience course.

Tuition

- The following website has a list of NAU tuition and fees:
<http://nau.edu/SDAS/Tuition-Fees/>
- Since the student intern is earning academic credit for an NAU course, they are responsible for paying regular NAU tuition for the semester in which they will be enrolled in the FCB fieldwork experience course **PLUS** a \$40 course fee.

Commitment

- The student intern is expected to meet all company standards and requirements (i.e., dress code, schedule, length of internship).
- The student intern is expected to complete all academic assignments by the due dates.

Grading

- All fieldwork experience courses are graded on a pass/fail basis.
- A student intern may receive an incomplete grade if any one of the following requirements are not met:
 - Failing to complete the academic assignments
 - Terminating the internship before the agreed upon date
 - Failing to complete the required number of hours determined by the number of academic units in which the student intern is enrolled

NOTE: If a student intern fails to complete the requirements for a passing grade, an incomplete grade will automatically be replaced with an “F” one year after the incomplete grade was posted.

Off-campus students

- Student interns will still be considered an NAU student.
- It is the student intern’s responsibility to contact financial aid and/or residence life to make arrangements to live off campus.
- It is the student intern’s responsibility to make arrangements for accommodations for the internship if necessary.

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Credit hours

Number of academic units to be earned	3	6
Minimum amount of hours an intern must work	135	270
Minimum average hours per week in a 16-week semester	8.5	17
Assignments by enrolled academic units	3	6
Journal Entries	X <i>(bi-weekly)</i>	X <i>(bi-weekly)</i>
Discussion Topics	X <i>(2/semester)</i>	X <i>(2/semester)</i>
Performance Evaluation	X	X
Industry Presentation	X	X
Informational Interview	X <i>(one)</i>	X <i>(two)</i>
Job Description	X	X
Reflective Paper		X
Industry Analysis		X

In order for a position to qualify for the student to earn academic credit, the student must complete the required 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, MKT 408, or UC 208)

For ACC 408, CIS 408, ECO 408, FIN 408, MGT 408, 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 will apply to the major program if applicable. The remaining units will be additional business elective credit only and will not fulfill any major or degree requirements.

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The student intern's responsibilities throughout the internship

Background Check

Please note that employers may require and run a background check or ask for other background disclosures. If you lose your internship for any reason, you will fail the 408 course.

Confidentiality

Student interns are expected to maintain the confidentiality of the employer at all times.

Dress code

Student interns are expected to maintain their personal appearance and dress in a manner appropriate to the professional setting of the company for which they are interning.

Drug use and alcohol

Use of alcohol by any student under the age of 21 is illegal. Use of alcohol by any student on company premises is prohibited. Use of illegal drugs or substances is prohibited. Any student found doing any of the above will face disciplinary action which may include loss of academic credit for the internship or a failing grade.

Injury

Any injury must be reported immediately per company policy. Students are responsible for their own medical coverage unless covered by Worker's Compensation.

Medical Insurance

Student interns are responsible for the cost of all personal medical care. We highly recommend that student interns have adequate medical coverage.

Premature termination of internship

If a student intern terminates their internship prior to the date on the Work Agreement, they must do the following:

- First, understand the consequences of not completing the internship
 - You will receive a failing grade
 - You will lose any credits for the course
 - You may become ineligible for financial aid
 - You are jeopardizing future internship opportunities for other FCB students
- Inform the FCB Internship Coordinator
- Submit a written resignation

Tardiness

As a representative of the FCB, interns should report to work on time. It is strongly suggested that student interns arrive at least ten minutes before their scheduled start time. Disregard for promptness demonstrates a lack of responsibility, which will not be tolerated, and may result in termination.

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Transportation

It is the student intern's responsibility to arrange transportation to and from the city where the internship is to take place and to and from the place of employment on days the student intern is scheduled to work.

Vacation and holidays

Student interns are not eligible for vacation days or university holidays off unless previously approved by your employer.

Before you leave for your internship

- Understand all of the minimum requirements for the number of academic units in which you are enrolled.
- Make sure you will have weekly internet access so you can access all of the required assignments in BB Learn.

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“How to Survive Your Internship”

By Liz Wolgemuth

May 5, 2008 *U.S. News & World Report*

It's internship season. This time could provide a terrific opening into your dream job, or it could be 10 weeks in the bell jar—whether you're getting paper cuts from all the filing or bombarding friends with E-mails because you're so bored.

So, to help students navigate their entry into corporate America, we recruited internship expert Brad Karsh to address some of the common trials and tribulations. Karsh, the founder of JobBound and JB-Training Solutions and author of *Confessions of a Recruiting Director* is also paid by companies to help train their interns in subjects not taught in college: time management, initiative, diversity, and business etiquette. Excerpts of his advice on dealing with six internship woes:

Woe No. 1: This is definitely not the kind of work you expected.

Open your mind. This may not be exactly what you wanted to do. What you learn in school and what you do in the working world are often two totally different things. If I've studied advertising, I know what advertising is; all of a sudden I start [interning] in advertising, and, whoa, this is totally different.

Try to soak up as much as you can. Recognize it's going to be different, and try to visualize the job through the eyes of someone who's more experienced, where you will ultimately be. That can sometimes be very frustrating, you're like: Oh great, I get to do that in seven years. And what we know about this generation is that they're very impatient. It may be a signal to you this may not be the right field. But go into it with a grain of salt, recognizing that what you see and do as an intern isn't necessarily what the job is all about.

Woe No. 2: You can't stand the people you work with.

One: Unlike college, where you can pick your friends, in the working world, you can't pick who you work with, sadly. Two: For better or worse, you're going to spend more time with the people you work with than with anyone in your life—your wife, your boyfriend, your husband, your girlfriend, your significant other, your parents, your kids. And recognize that you don't have to like everyone—you just have to get along with them.

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That being said, if you're working with people and, forget not liking them, they're just kind of mean or nasty, you don't seem to get along with them, that would send an incredibly strong signal to me that this is not a place where I want to work. You're spending 8, 10, 12 hours a day with them. If you fundamentally dislike them, you're going to be miserable after two weeks. Again, watch that fine line between: Am I best friends with them, or can I not stand them?

Woe No. 3: No one is giving you enough to do.

I work with hundreds of interns, and 40 to 50 percent say: I don't have enough to do. So this is a huge concern. But this is an extraordinary opportunity for you to show your initiative, unlike college, where you wait around for someone to tell you what to do. You don't say to your professor, I thought it would be a great idea to just write a paper for you. I know you didn't assign it. But I had some free time, and I just put together a little paper. Thought you might like it. Obviously your professor would look at you like you had three heads. But if you don't say that in the working world, you're fundamentally selling yourself short on the internship. So: initiative, initiative, initiative. If you don't have enough to do, figure out something to do. Hey, I thought it'd be a great idea if I updated the filing system. Don't ask for permission; ask for forgiveness.

Use this as an opportunity to explore and investigate different pieces of the business. See if you can shadow the sales guy; see if you can spend a day in marketing. Explore within the organization. Don't just sit at your desk and surf the Internet all day because you have nothing to do. That is unacceptable.

Woe No. 4: The other interns are stealing the limelight.

You want to do what you feel is the right and appropriate thing to do. That means not backstabbing people. Not stepping on toes. Not doing anything overly aggressive. One of the most important things you can do is establish a strong, trusting relationship with your manager.

You'll feel more comfortable talking to them about your ability to get projects done. That will provide a foundation on which your internship can thrive. So if you feel like other people are stepping all over your stuff, you walk in to your boss and say, I want a chance to do something or work on a project. It seems like some of the other projects are taken. I thought it would be a great idea if I did this; is this OK? It's a chance for you to let your initiative shine

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through, if everyone else is sucking everything up, and establish that relationship with your manager.

I will say, I don't know that there are many internships where it's like, OK, we've got five interns and one of you is going to get an offer. It's usually not like a reality show. It's not like *The Apprentice*.

Woe No. 5: You're in the office, and your friends are at the beach.

You should tell yourself that 85 percent of companies use internships to make full-time hiring decisions. And while it may be a little more painful than for your friends who are in Europe or at the beach, you're setting yourself up for a full-time [job](#) after graduation. And whereas in the old days, maybe you got an internship, maybe you didn't, and if you did, maybe you had it between junior and senior year, now students are getting internships after freshman year, sophomore year, and junior year. You are exponentially more likely to get a job at a company if you had an internship at a company. Even if you decide you don't want to work for that company, you've just enhanced your résumé by having that experience on there.

You don't want to take any days off unless it's truly an extraordinary situation. My brother's getting married. That might merit a day off.

Woe No. 6: You're getting strange looks from the senior management.

Seven out of 10 companies I work with say business etiquette is the single biggest issue they have with interns. The No. 1 issue, believe it or not, is dress. At most companies that have business casual dress, they really have issues with interns. It's skirts that are too short. I'm seeing your belly-button ring, I'm seeing your back tattoo. It's flip-flops.

It matters because your dress is a reflection of your professionalism. When you think about perception and reality, college is all reality. Does it matter what you wear to the test if you get every question right? No, it doesn't matter. You could wear pink pajama pants. But in the working world, do you think the words coming out of your mouth are impacted by what you're wearing? Of course. In the working world, perception leads to reality.