

**NAU Business Administration Department**

**For-Credit Internship Guidelines**

NAU’s Business Administration Department strongly encourages MBA and undergraduate Business Administration students to enhance their knowledge and skills through internship experiences during their time at NAU. Internships provide students with opportunities to apply classroom learning, experience professional work environments, and explore career paths. In addition to the valuable experiences an internship can offer, students may also receive academic course credit if all requirements for the internship are fulfilled.

**Internship Approval:**

Students who are interested in doing a for-credit internship should submit an internship package that consists of the for-credit internship approval form (online at <https://www.na.edu/wp-content/uploads/2019/11/ACA.106-For-Credit-Internship-Policy.pdf>), an internship commitment form (see Appendix A), a job offer letter and an internship proposal to the internship instructor for approval before starting an internship. The submission deadline is two weeks before the first day of classes of the semester the student will start the internship. It is the student’s responsibility to submit a complete package, meet all deadlines, and follow up with the instructor. The application may be denied if the package is incomplete, unsatisfactory, or internship start date is not within the registration or add-drop period.

Company’s job offer letter on company letterhead (see sample template in Appendix B). The letter should include:

* Job description
* Description of intern’s projects or work assignments
* Supervisor name and contact information
* Start date and duration of the internship

Student’s internship proposal should detail:

* Description of work assignments that include analysis, evaluation, and application of relevant business concepts. Alternatively, explain the project you will be involved in and elaborate your responsibilities in this project.
* How the internship responsibilities will lead to new learning or growth for you and makes contribution to your academic knowledge.
* How the internship will benefit the company.

**Curricular Practical Training Approval for International Students:**

International students must contact International Student Office to obtain CPT approval before starting their internships.

**Internship Requirements:**

* Only a new job or a new assignment/experience within an existing job can be counted as an internship.
* The internship should contribute to the student’s academic program, provide avenues for application of business knowledge, and lead to new learning and growth for the student.
* Internship assignments should be significant and practical such as analysis, evaluation, and application of relevant business concepts.
* Internship assignments should also benefit the company and provide value to company operations.
* Internship logs that show the hours of internship completed daily/weekly (a minimum of 135 hours)
* An internship report that follows the guidelines explained in course syllabus

**Who is Eligible?**

MBA students are eligible for a for-credit internship after successfully completing their first semester of study (Fall or Spring) and must have a CGPA of 3.0 or better. Undergraduate students must be majoring in Business Administration and are only eligible for a for-credit internship after completing 60 credit hours (junior or senior level students).

MBA students may apply a maximum of three (3) credit hours from an internship toward degree requirements. Undergraduate students may repeat the internship course and apply up to nine (9) credit hours from internships in the general elective category to meet degree requirements. Each time the internship course is completed, undergraduate students will receive a new letter grade. Repeating the internship course requires either a new internship opportunity or a new assignment/project if the student has done an internship previously at the same company.

Each student considering a for-credit internship should check with his or her academic advisor to determine eligibility.

**Appendix A. Internship Commitment Form**

This completed form, signed by the intern, supervisor, and internship instructor, commits you to the internship. If you fail to complete all requirements of the internship course, you will not receive academic credit for the internship.

STUDENT INFORMATION

Name:

Address:

City, State, Zip:

Phone:

Email:

INTERNSHIP INFORMATION

Internship Start Date:

Internship End Date:

(Start and end dates must fall within the semester or summer session.)

Term and year you will register for the internship course (MBA 5399 or BUSI 4399)

COMPANY SUPERVISOR INFORMATION

Name:

Title:

Company:

Address:

City, State, Zip:

Phone:

Email:

We (Student and Supervisor) agreed to the terms of the internship outlined above. We understand that an internship is to provide the intern with a learning experience that has immediate real world application(s). This internship will provide the intern with an opportunity to practice some of the concepts he/she has learned in the classroom and at the same time provide an opportunity to learn new skills and applications.

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| --- | --- | --- |
| Name of Student | Signature of Student | Date |
| Name of Supervisor | Signature of Supervisor | Date |
| Name of Internship Instructor | Signature of Internship Instructor | Date |

**Appendix B. Sample outline for offer letter from employer on company letterhead:**

Date

RE: For-credit internship

Dear NAU Internship Instructor,

This letter is to confirm that (Company Name) is offering (Student’s Name) an internship position during the (Fall/Spring/Summer) of (year).

The start date will be:

The end date will be:

The hours per week will be:

(Internships require at least 135 hours of work.)

Internship position title:

Salary: Paid or Unpaid

Location:

(Student’s Name) will be reporting to (Internship Supervisor’s Name).

Email address:

Phone number:

As an intern with (Company Name) responsibilities will include:

List duties of the internship position; attach job description.

Should you have any questions regarding the specifics of the internship, please feel free to contact me.

Sincerely,

Employer name and signature