



ENTREPRENEURIAL LEADERSHIP CERTIFICATE: INTERNSHIP INFORMATION

An internship is an interest- or major-related short term work experience with a learning component. Internships are a great way for you to learn more about your career interests, to develop business skills in a professional, on-the-job environment, and in some cases are also opportunities to gain academic credit. Experiencing the internship process- from resume writing and interviewing to developing contacts and gaining work experience- will infinitely prepare you for your first full time professional job.

QUALIFYING INTERNSHIP REQUIREMENTS

- Timeframe of internship must roughly correspond to a traditional semester schedule. Course enrollment deadlines, course content, and assignment due dates dictate this requirement.
- Student must work a minimum of 10 weeks and no more than 15 weeks with at least 300 clock hours to be worked over that duration.
- Student must have regular guidance in their duties by a practicing professional, receiving regular instruction and feedback, while also being allowed to use some independent judgment.
- Student should be working on a project of importance to the organization, have specific assigned duties, and/or be in a structured internship program.
- At least 80 percent of the internship's requirements should complement or enhance the student's academic major, allowing for practical application of theory. No more than 20 percent of the intern's time should be spent handling clerical duties (copying, filing, word processing, handling mail), physical labor (construction, cleaning), or other responsibilities not typically fundamental to jobs requiring a college degree.
- The internship should allow the student to develop skills in writing, research, interpersonal communication, coordinating, managing, problem-solving, analyzing, and teamwork.
- There should be NO student-required initial monetary outlay, uncompensated period of work time, or potential financial risk. Student should NOT be required to purchase products/services contingent upon employment, have an unpaid training period (unless working at a non-profit organization), have the potential to lose a financial investment s/he has made in the company (perhaps owing money at some point during or after the internship), or be in a position that is 100 percent commission.
- Student cannot be self-employed, employed by a member of the student's family, or already working in the job.
- Student cannot take the internship course for an internship s/he has already completed.
- The course instructor will determine if the preceding requirements are met based on the internship documentation submitted.

ENROLLMENT PROCESS

Earning credit for an internship requires enrollment in MGMT 484 (1 hr credit). Follow the steps below:

1. **Obtain Documentation***

- Offer letter from employer indicating that the student has been offered the internship position (must be on employer stationery; e-mails or other electronic documentation will NOT be accepted).
- Documentation from employer indicating that the internship is at least 10 weeks and no more than 15 weeks in length with at least 300 clock hours to be worked over that duration. This information can be included in the offer letter or job description.
- A job description, description of the internship program, and/or training to be completed during the internship. Specific job requirements should be included.

*It is the student's responsibility to request that the employer provide these details in the documentation the employer provides to the student.

2. **Submit Documentation to CNVE**

Submit both an original offer letter and a copy of the required documentation.

3. **Attend Mandatory Advisory Course Orientation**

Orientation date(s) will be posted each semester on the CNVE website. Attendance is mandatory.

COURSE EXPECTATIONS

Working with the CNVE Internship Program Advisor, you will create a learning agreement and document deliverables to be submitted at the end of the semester as evidence of your learning and achievements. This will include a 5-10 page report detailing your internship. Details to be provided at orientation.

CONTACT

For additional information or questions, please contact:

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