OBJECTIVE:

The program is a cooperative endeavor involving the student intern, the sponsoring organization, and the College. A well-planned and carefully mentored program will be valuable to all participants. The internship sponsor has an opportunity to preview potential employees and to develop internship projects that will enhance the mission of the sponsoring organization.

The program is designed to integrate classroom knowledge with professional experience and give students a hands-on experience in their field of study. With the guidance of faculty mentors, students achieve educational and professional development in their field of study, which helps define future career paths and goals. Students may take a business internship to fulfill a business elective or a free elective and will receive three credits.

QUALIFICATIONS:

**3 CREDIT INTERNSHIP** - A student must be a business major, who has completed a minimum of 90 credit hours. Normally a business internship is completed in the student’s senior year, or the preceding summer.

**1 CREDIT INTERNSHIP** - A student must be a business major, who has completed a minimum of 30 credit hours.

Applicants are required to have achieved at least a 2.6 cumulative index and at least a 3.0 cumulative index in their major.

The student must have the approval of the Director of Experiential Learning and must have two recommendations by Business Division faculty members.

PROCEDURES:

1. The student must complete a “Business Internship Application” (attached) and submit a resume to the Director of Experiential Learning, approximately one month prior to the semester in which he/she plans to register for an Internship.

2. The student must request that two business faculty members fill out “Faculty Recommendation for Business Internship” forms (attached).

3. The student must meet with the Director of Experiential Learning to discuss his/her application and plans.

4. The Director of Experiential Learning will match the student’s abilities and interests with a company.

5. The student will go for an interview with a company sponsor to discuss the internship responsibilities, duties, etc.

6. The student will complete the “Business Internship Contract and Proposal” form (attached) and have the company sponsor review and sign it.

7. The student will obtain the signatures of the Director of Experiential Learning and the Internship Faculty Mentor on the “Business Internship Contract and Proposal” form. (attached)
REQUIREMENTS:

Internships should be a learning experience for the student. Assigning challenging projects with educational value, active shadowing, and inviting interns to meetings and activities, are a few ways that can only improve student opportunity for valid responsibility and diversity within the company and desired field. While some clerical responsibility can be part of the learning experience, proactive inclusion is the main focus.

1. Field experience – 3 credit Internship 120 hours minimum; 1 credit Internship 40 hours minimum

2. Log – A log (journal) which lists the student’s activities for each day must be kept and turned in to the faculty mentor. The specific work accomplished, time spent, co-workers, appropriateness of tasks with regard to the project, knowledge learned and applied, etc., should be included.

3. Feedback from Internship Supervisor, including the “Employer Internship Evaluation” form (attached).

4. Oral discussion with Mentor.

5. Research Paper:
   A. Use a 3-ring, 5/8” STAC binder with label and cover page stating: Name of project, student name, company sponsor name, course name and number, and date submitted.
   B. Table of contents.
   C. Body: 3 credit internship- At least twenty pages, double-spaced, typewritten. Include related literature: (at least eight sources). 1 credit internship- At least seven pages, double-spaced, word processed. Include related literature:
      Discuss the following points:
      a. Description and objectives of the project.
      b. Analysis of the problem/project – use appropriate marketing, economic, financial, management, or statistical theories to identify the main issues.
      c. Description of techniques used in solving the problem/project and the application of knowledge and skills learned in the classroom.
      d. Results, interpretations, and recommendations as determined by the intern.
      e. Evaluation of the internship sponsor regarding:
         - Specific projects performed, knowledge, what the intern learned from the experience, and how the program could be improved.
         - The importance of the project from the company’s point of view.
         - Cooperation received from fellow employees, and extent of supervisor’s contact and mentoring.

   D. Footnotes

   E. Bibliography 3 credit internship (at least eight sources); 1 credit internship (minimum three sources)

   F. Exhibits
STUDENT RESPONSIBILITY:

1. Complete “Business Internship Application” (attached), submit a resume (resume writing instructions are attached), and request that two business faculty members complete “Faculty Recommendation for Business Internship” forms (attached).

2. Interview with the Director of Experiential Learning and Internship Sponsor.

3. Develop and submit Internship Proposal – complete “Business Internship contract and Proposal” form (attached) and obtain necessary signatures.

4. Register for BUSA 400 – Business Internship (use “Business Internship Registration” form (attached).

5. Schedule Internship hours – 3 credit Internship minimum one hundred twenty (120) hours; 1 credit Internship minimum forty (40) hours.

6. Manage financial costs (travel expenses, etc.).

7. Keep a daily log, detailing the activities in the internship.

8. Meet with Director of Experiential Learning three times during the semester and present oral progress reports, and a brief written outline of accomplishments midway during the project.

9. Submit research paper and evaluation forms.

RESPONSIBILITY OF THE INTERNSHIP FACULTY MENTOR:

1. Provide support and guidance for the student.

2. Meet with student (three meetings during the semester should be held between the student and the faculty mentor to provide direction and support to assure student academic progress).

3. Complete “Business Internship Tracking Form” (attached).

4. Review and evaluate the student’s performance, log, “Employer Internship Evaluation”, and research paper and assign a grade.

5. Forward the internship research paper to the office of the Director of Experiential Learning for filing. Faculty Mentor submits grade to the Registrar.
RESPONSIBILITY OF THE DIRECTOR OF EXPERIENTIAL LEARNING

1. Director of Experiential Learning and student meet to discuss process, procedures and requirements.
2. Distribute and review the School of Business Internship Packet with the student.
3. Assign Internship Faculty Mentor for student.
4. Communicate with company supervisor, generally at the beginning, middle and end of the semester to determine student progress.
5. Visit the internship sponsor, if necessary.
6. Meet with student throughout the internship to provide direction and supervise progress.
7. Maintain and collect applications and supporting materials for students to be submitted at the completion of the internship.

RESPONSIBILITY OF THE COMPANY SPONSOR:

1. Complete “Business Intern Request”
2. The organization assumes the responsibility for providing interns with a genuine learning experience. Therefore, the student should become involved as an active participant in the work organization.
3. Interview student.
4. Identify responsibilities, duties, and competencies of Internship.
6. Assign an on-site Internship Supervisor.
7. Communicate with the Director of Experiential Learning at the middle and the end of the Internship experience, to review progress.
8. Complete “Employer Internship Evaluation” form. (attached)

REMUNERATION:

The student, in most cases, does not receive compensation. However, employers do have the option to provide compensation if they wish.

ETHICS:

Student research regarding the Internship sponsor or its competitors should be considered confidential. Mentors are asked to advise students to carefully follow the sponsor’s professional code of ethics. (Any exceptions to the previously-listed policies and procedures must be approved by the Dean of the School of Business).
SAMPLE INTERNSHIP RESEARCH PROJECTS
(This is a sample listing, there can be numerous other topics)

ACCOUNTING TOPICS:

Public Accounting
- study of client’s internal control structure
- audit of sales and collection cycle: accounts receivable
- audit sampling – tests of transactions
- audit of purchases, accounts payable, equipment, prepaid expenses, accrued liabilities
- audit of inventory or cash balances
- Compilation and review services
- Tax preparation and planning

Private Accounting:
- General accounting – financial statement preparation, management reports and analysis, etc.
- Preparation of operating budgets, capital budgets, and related forecasts.
- Keeping sales records, and billing customers for services
- Maintaining accounts receivable and statements of customer accounts
- Processing employee payroll information
- Internal auditing – review of internal control and asset safeguards

FINANCE TOPICS:

- Complete a competitive analysis of the industry or specific competitors
- Complete and review a corporate budget and business plan
- Project future cash flow needs and analyze the resulting financial decisions
- Develop and analyze computer systems
- Analyze companies and industries, to determine suitability for investments; determine prospects for future growth
- Stock analysis – fundamental and analytical
- Research new investment products
- Projection of demand/industry trends

MARKETING TOPICS:

- Develop or analyze an advertising campaign
- Write advertising copy, press releases, etc.
- Coordinate promotional events, merchandising displays, sales aids, organize a sales presentation, demonstrate products
- Plan for the promotion of a fund-raising event
- Plan market penetration program for a new product
- Complete market research, to determine profitable market niches
- Research and analyze competitors
- Complete market research for targeting non-traditional market segments
- Conduct surveys and develop customer profiles for different market segments
- Develop or critique a marketing plan or an advertising plan
- Analyze customer feedback, develop recommendations, and present to management
- Perform field tests for new products
- Analyze response rate to print advertisements
- Develop customer profiles for different market segments
- Develop a merchandising strategy for a retail outlet

HUMAN RESOURCES TOPICS:

- Analyze and develop job descriptions and classifications
- Complete a job and salary analysis
- Complete an exit interview analysis
- Survey competitive salary and benefits structures
- Analyze grievance and arbitration procedures
- Analyze workplace accidents and lost time
- Develop personnel handbooks and manuals
- Develop a training seminar or rewrite existing training manuals

INFORMATION SYSTEMS TOPICS:

- Analyze department work methods for productivity increases
- Prepare a database for advertising responses, generation of response letter, and follow-up lists for sales force
- Develop comparative statistics with other locations, competitors or customers
- Identify and analyze uncollectible accounts
- Analyze industry trends, using spreadsheets
- Conduct and analyze marketing research projects
- Develop and analyze a marketing plan
- Computer assistance in management planning and decision-making
- Computer assistance in Design and Manufacturing Businesses
- Computer assistance in Trade and Service Businesses
- Use of Management Science in operations

MANAGEMENT TOPICS:

- Analyze levels and types of management
- Evaluate ethics and social responsibility in management
- Study the relationship between planning and the other management functions
- Analyze the organization’s mission and strategic planning process
- Analyze line and staff functions, span of management, authority and power
- Study the role of managerial responsibility and accountability, and decentralization vs. centralization
- Analyze organizational communications and identify barriers to communication and ways to achieve effective communications
- Analyze managerial leadership effectiveness and motivation
- Analyze problems with organizational culture, causes of conflict, managerial stress, and resistance to change
- Management of international operations
- Managerial opportunities for Women and Minorities, career paths, career development
- Study of entrepreneurial management
ST. THOMAS AQUINAS COLLEGE
SCHOOL OF BUSINESS
BUSINESS INTERNSHIP APPLICATION

SEMESTER: _______________________

STUDENT NAME: ____________________________________________

ADDRESS: __________________________________________________

CLASS STANDING: ______ SOPHOMORE _____ JUNIOR _______SENIOR

PHONE NUMBER: ___________________________ EMAIL: ________________________

RETURN COMPLETED FORM TO MRS. MARY VOTA, DIRECTOR OF EXPERIENTIAL LEARNING.

SCHOOL OF BUSINESS
ST. THOMAS AQUINAS COLLEGE
ROOM 121, BORELLI HALL
125 ROUTE 340
SPARKILL, N.Y.  10976-1050

FACULTY INTERNSHIP MENTORS

PROFESSOR MARIELLENE
MURPHY-HOLOHAN                ACCOUNTING

PROFESSOR CHRISTINE CAHILL     BUSINESS ADMINISTRATION, MANAGEMENT

DR. DEIRDRE ENGELS            MARKETING, MIS, INTERNATIONAL BUSINESS

DR. NIKOLAOUPAPAVALASSOPULOS  FINANCE

PROFESSOR BARBARA VANO        SPORTS MANAGEMENT, RECREATION & LEISURE, HEALTH STUDIES

*Please see Professor Vano directly as internship requirements differ for these majors.
ST. THOMAS AQUINAS COLLEGE
SCHOOL OF BUSINESS
APPLICATION FOR BUSINESS INTERNSHIP PROGRAM

Requested for (year) Fall: ___________ Spring: _______ Summer: __________

APPLICATION DATE: _______________ ID # S __ __ __ __ __ __ __ EMAIL: __________

NAME: _____________________________ DATE OF BIRTH: ________________

LOCAL ADDRESS: __________________________ PHONE: ______________________

HOME ADDRESS: __________________________ PHONE: ______________________

PRESENT STATUS: (Freshman, Sophomore, Junior, Senior) ______________________

PROGRAM: (Accounting, Finance, Marketing, Business Administration, International Business, Management Information Systems, Management Relations/Industrial & Organizational Psychology)

CUMULATIVE INDEX: _______________________ CREDITS COMPLETED: __________

BUSINESS, ACCOUNTING AND ECONOMICS COURSES COMPLETED: (List each course)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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How would you evaluate your writing skills and oral communication skills? ______________________

What are your business skills and interests: ____________________________________________
Work experience:

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<th>DATES:</th>
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PREVIOUS COLLEGES ATTENDED: ____________________________________________________________

BACKGROUND: (Include: Interests and activities, memberships in organizations, participation in high school activities, cultural pursuits, hobbies)

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

INTERNSHIP OBJECTIVES:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

TYPE OF BUSINESS YOU WISH TO APPLY TO AND TYPE OF DUTIES YOU WISH TO PERFORM:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
WHAT ARE YOUR CAREER OBJECTIVES AND WHY?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

INTERNSHIP INFORMATION:

Do you have a car at your disposal? ________________________________

In what country do you live? ________________________________

In what counties could you complete an internship? (Rockland, Bergen, Westchester, NYC) _________

Desired Start Date: ________  Desired End Date: _________

Hours Weekly: __________
ST. THOMAS AQUINAS COLLEGE
SCHOOL OF BUSINESS
BUSINESS INTERNSHIP CONTRACT AND PROPOSAL

STUDENT’S NAME: ___________________________________ SEMESTER: ________________

ADDRESS: _______________________________________________________________________

TELEPHONE: (____) __________________________ Email: ________________________________

NAME OF INTERNSHIP LOCATION: __________________________________________________________________

SUPERVISOR: ___________________________ TELEPHONE: (____) __________________________

BRIEF DESCRIPTION OF PROPOSAL:
A. INTERNSHIP GOALS AND OBJECTIVES: (Knowledge, skills, and attitudes to be developed
during the internship)

B. INTERNSHIP RESPONSIBILITIES AND DUTIES:

C. TOPIC OF PROPOSED RESEARCH:

DEADLINE FOR SUBMISSION OF PAPER: ___________________________________________

Signature of Student ___________________________ Date: ___________________________

APPROVALS:

Signature of Internship Sponsor ___________________________ Date: __________________________

Signature of Internship Faculty Mentor ___________________________ Date: __________________________

Signature of Director of Experiential Learning ___________________________ Date: __________________________
ST. THOMAS AQUINAS COLLEGE  
SCHOOL OF BUSINESS  
BUSINESS INTERNSHIP REGISTRATION FORM  
(This form authorizes the student to register for BUSA 400 – Business Internship)  

SIGNED COMPLETED FORM REQUIRED FOR REGISTRATION

STUDENT’S NAME: ________________________________

ID # S ____________ SEMESTER: __________________________

PLEASE CHECK INTERNSHIP AREA OF STUDY:

___Accounting  ___Business Administration  ___Management  ___Marketing

___MIS  ___International Business  ___Finance

ADDRESS: ________________________________________________

TELEPHONE: ( ) ________________________________

NAME OF INTERNSHIP LOCATION: ________________________________

NAME OF INTERNSHIP FACULTY MENTOR: ________________________________

Indicate Number of credits. Check only one.

___ 3 Credits: Faculty Initials __________

___ 1 Credits: Faculty Initials __________

Indicate type of Experience:

___Paid  ___Experience  ___Independent Study

_______________________________________________   __________________
Signature of Student        Date

_______________________________________________   __________________
Signature of Director of Experiential Learning    Date
COMPLETED BY COMPANY
ST. THOMAS AQUINAS COLLEGE
SCHOOL OF BUSINESS
Business Internship Program

Intern Request Form
(Please submit a separate request form for each intern desired)

Semester (check) ___ Fall 20_____, ___Spring 20____, ___Summer 20___

Return this form to: Director of Experiential Learning
School of Business
St. Thomas Aquinas College
125 Route 340
Sparkill, NY 10976-1050

I. COMPANY DATA:
Organization Name:__________________________________________________________

Address:____________________________________________________________________

Company Representative:_______________________________________________________

Title:_________________________Phone:__________________________________________

Type of Industry:_______________________________________________________________

Number of Employees:__________________________________________________________

Department to which the Intern will be assigned:____________________________________

II. INTERNSHIP SUPERVISOR DATA:
Intern will report to:___________________________________________________________

Supervisor's title:______________________________________________________________

Supervisor's phone #:_________________________Email:___________________________

III. INTERNSHIP DATA
A. Desired background of student: (Please indicate preference with a 1, 2, and 3)
Accounting  International Business
Finance  Management Information Systems
Marketing  Management Relations/Industrial & Organizational Psychology
Business Administration

B. Please list specific responsibilities or duties required and approximate percent of time to be spent on each:
1. ________________________________________________________________ %

2. ________________________________________________________________ %

3. ________________________________________________________________ %

4. ________________________________________________________________ %

C. Skills: Not Required Preferred Essential
Written Communication skills: _______ _______ _______
Oral Communication skills: _______ _______ _______
Computer skills: Specify
____________________________________ _____ _____ _______
Quantitative Analysis: _______ _______ _______
Other: ___________________________ _______ _______

D. Remuneration: Hourly Wage One-Time Stipend None
_________________________ ___________ __________

(FOR DIVISION USE ONLY)

Assignment:
Student: ________________________________
Phone No.: ______________________________
Date: _________________________________
ST. THOMAS AQUINAS COLLEGE
SCHOOL OF BUSINESS
EMPLOYER INTERNSHIP EVALUATION
(To be completed by the Company Internship Supervisor)

Student Name: 

Date of Internship: 

Company Name: 

Company Address: 

Name of Internship Evaluator: 

Title/Position: 

Phone Number: 

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<th>EVALUATION</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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<td>Intern’s work habits and attitudes</td>
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<td>Intern’s relationships with others</td>
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<td>Intern’s capacity to learn</td>
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<td>Intern’s development of independent thinking</td>
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<td>Intern’s quality of work</td>
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<td>Intern’s capability to complete assigned tasks</td>
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<td>Intern’s attendance and punctuality</td>
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<td>Intern’s response to direction or constructive criticism</td>
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<td>Overall evaluation</td>
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Comments: 

Would you like to have another intern from STAC in the future? 

Signature of Intern Supervisor  Date 

(For the confidential use of STAC only.)
FACULTY MEMBER
ST. THOMAS AQUINAS COLLEGE
SCHOOL OF BUSINESS
FACULTY RECOMMENDATION FOR BUSINESS INTERNSHIP
(To be returned to the Director of Experiential Learning)

Name of Student: __________________________________________________________

The above named student has attended __________________________ of my courses.

1  -  Strongly Agree      5 – Strongly Disagree      NA – Not Applicable

Please circle your selections:

1. The student has demonstrated strong oral communication skills.      1  2  3  4  5  NA
2. The student has demonstrated strong written communication skills.      1  2  3  4  5  NA
3. The student has demonstrated confidence in himself/herself.            1  2  3  4  5  NA
4. The student has demonstrated the ability to complete assigned tasks and budget his/her time.  1  2  3  4  5  NA
5. The student has demonstrated good work habits and a positive attitude.  1  2  3  4  5  NA
6. The student has demonstrated the ability to be punctual, reliable and honest.  1  2  3  4  5  NA
7. The student responds well to direction and constructive criticism.      1  2  3  4  5  NA

I believe this student could successfully complete a Business Internship.

Yes ________  No _________

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Faculty Signature ___________________________  Date __________________________
ST. THOMAS AQUINAS COLLEGE
SCHOOL OF BUSINESS
FACULTY RECOMMENDATION FOR BUSINESS INTERNSHIP
(To be returned to the Director of Experiential Learning)

Name of Student: ________________________________

The above named student has attended ____________________________ of my courses.

1 - Strongly Agree to 5 – Strongly Disagree  NA – Not Applicable

Please circle your selections:

1. The student has demonstrated strong oral communication skills.  1  2  3  4  5  NA
2. The student has demonstrated strong written communication skills.  1  2  3  4  5  NA
3. The student has demonstrated confidence in himself/herself.  1  2  3  4  5  NA
4. The student has demonstrated the ability to complete assigned tasks and budget his/her time.  1  2  3  4  5  NA
5. The student has demonstrated good work habits and a positive attitude.  1  2  3  4  5  NA
6. The student has demonstrated the ability to be punctual, reliable and honest.  1  2  3  4  5  NA
7. The student responds well to direction and constructive criticism.  1  2  3  4  5  NA

I believe this student could successfully complete a Business Internship.

Yes __________  No __________

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

_________________________________________  __________________________
Faculty Signature                      Date
ST. THOMAS AQUINAS COLLEGE
SCHOOL OF BUSINESS
BUSINESS INTERNSHIP TRACKING FORM
(To be completed by the Internship Faculty Mentor)

Student Name: ____________________________________________________________

Internship/Experience Site: _________________________________________________

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<th>Signatures Required:</th>
<th>Date:</th>
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<tr>
<td>Internship Approval</td>
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<td>(Director of Experiential Learning)</td>
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<th>Grade turned into Registrar</th>
<th>Date:</th>
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Signature of Internship Faculty Mentor ___________________________ ________