



Student Name: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Fall  Spring  Summer

**(Separate packets needed for each semester/session)**

Dept. of Business  
Administration

**Internship Package Cover Sheet**  
**BUS 390 – Internship in Business**  
**(To be completed by supervising faculty member)**

**PLEASE READ THE ATTACHED INTERNSHIP PROGRAM STUDENT INSTRUCTIONS**

All items listed below must be attached to your internship packet before submitting it to the Department of Business Administration – DF 236. Forms are located at <https://www.kutztown.edu/DBAInternships>

- Internship Request form to be processed by Registrar.
- Student’s resume.
- Signed Employer Confirmation Form.
- Printed job description either from KU Career Network or the employer.
- Student’s unofficial transcript (provided by internship faculty supervisor).
- BUS 390: Internship Assessment Agreement form.

**PLEASE DO NOT SUBMIT AN INTERNSHIP APPLICATION PACKAGE UNLESS ALL ITEMS LISTED ABOVE ARE COMPLETED, SIGNED & ATTACHED**

- Have you verified the internship with the internship supervisor?  YES  NO
- Is the company on the pre-approved Internship Agreement Listing?  YES  NO
- Will student have completed 60 credits by start of internship?  YES  NO
- As of now, student has met all academic requirements. (2.0 GPA in the major and a 2.0 GPA overall; **completion of 21 credits in business**)  YES  NO
- If student does not meet the above academic requirements, is the student currently enrolled in the appropriate course(s)?  YES  NO
- Has the student had an employment relationship with the company where the internship placement is going to be?  YES  NO

*If YES, on a separate sheet describe how the job duties will be substantially different.*

I hereby certify that the required information is included and complete and agree to abide by the current internship policy document:

Faculty Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Business Administration Department Chair Signature: \_\_\_\_\_ Date \_\_\_\_\_



## The Department of Business Administration Internship Instructions

These instructions and links to forms can be found at [www.kutztown.edu/DBAInternships](http://www.kutztown.edu/DBAInternships)

The Department of Business Administration Internship Program is designed to enhance the student's formal academic education by creating an arena for the practical integration of knowledge. The internship experience provides students the opportunity to test skills and knowledge via exposure to an actual institution, a non-profit or commercial enterprise. Students benefit both personally and professionally from the expanded perspectives provided by the professional supervisor and the guidance of the faculty supervisor. Students could get undergraduate credits for the Internship if all requirements are met.

### QUALIFYING FOR INTERNSHIP CREDIT

#### Internship qualifications:

- Have, or will have, 60 credits completed by the beginning of the term in which the internship will occur
- Have, or will have, 21 credits in Business Administration by the beginning of the term in which the internship will occur
- Have, or will have, a QPA of 2.0 or better in your major
- Have, or will have, an overall QPA of 2.0 or better

#### Internship policies:

- Complete at least 150 internship work hours and successfully complete the internship assignments
- Internships are graded on a pass/fail basis
- Students may qualify for up to two internships (no more than 3 credits each).
- If doing two internships, the second internship can only be with the same company if the job responsibilities are different from one another

### FIND AN INTERNSHIP

To find an internship, visit [Handshake](#) at the Career Development Center, or use your own network and connections.

### GENERAL INSTRUCTIONS

#### Once you have accepted an internship position, you should:

1. Check to see if the organization is listed on the [Internship Agreement Listing](#). If the organization is **not** listed, the employer must complete the KU Internship Agreement via the Provost office.
2. Contact the employer to complete the Employer Confirmation Form.
3. Select your faculty supervisor. The faculty supervisor will ensure your internship application packet is complete, work with you during your internship, set expectations for reporting on your internship, evaluate your submitted work and assign the grade for your internship.

## Completed Internship packets must include:

1. All items listed below must be attached to your internship packet before you submit to your faculty supervisor for approval: All forms can be found at [www.kutztown.edu/DBAInternships](http://www.kutztown.edu/DBAInternships)
  - [Internship Cover Sheet](#)
  - [Internship Request form](#)
  - Your current resume ([resume help](#))
  - [Employer Confirmation form](#)
  - Internship job description either from KU Career Network or the employer
  - Your current transcript (from myKU)
  - [BUS 390: Internship Assessment form](#)
2. You must review the information and application with your faculty internship supervisor. Submit completed and signed packets to the Department Office (DF236) or via email at [bsba@kutztown.edu](mailto:bsba@kutztown.edu).

## Please Note:

- The complete packet will be reviewed by the DBA Internship Committee, which must approve all for-credit internships. The internship will not count for credit without the committee approval. The Internship Committee Approval process includes two elements: Approving the internship position as appropriate for course credit, and approving the internship applicant as meeting the requirements of BUS 390. (Incomplete packets will be returned to your faculty supervisor.)
- After your internship has been reviewed by the Internship Committee, the Committee forwards it to the Department Chair and Dean of the College of Business for their approval.
- The Department Office will send you an email informing you whether or not the internship has been approved. Once the internship is approved, the Internship Request form is forwarded to the Registrar's Office who will add the BUS 390 course to your schedule. You must complete any schedule adjustment changes (if necessary) after the internship has been added to your schedule.

## TUITION AND FEES

### Credits for BUS 390, when added to student account:

Your invoice notification will direct you to MyKU to view your invoice and the due date for payment. For more details, please visit [student accounts](#).

### For Summer Session Internships, per University policy:

“Students registering for these special types of instruction must comply with the registration deadline date for the session in which they are taking the course. Once the course is properly submitted and added to the student’s schedule, a bill will be generated and mailed to the student for payment of tuition”.



Registrar's Office

# Internship Request

Completed form must be submitted to the Registrar's Office with all **required signatures** no later than the end of the first week of the semester.

Please check one:  Graduate/Post Baccalaureate Certification Student  Undergraduate student

Indicate the **Year** for the request below: \_\_\_\_\_

**Indicate the Semester or Session:** Fall  Spring  Summer I  Summer II  Summer 10 Weeks

The below named student has permission to take an Internship. Is this a paid Internship?  Yes  No

**This form must be turned in with the appropriate signatures at the time he/she selects courses for a given semester.**

Student's Name: \_\_\_\_\_ Student's ID: \_\_\_\_\_

Home Address: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

KU E-Mail Address: \_\_\_\_\_ Phone#: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_

### COURSE REQUESTED:

**PREFIX:** \_\_\_\_\_ **NO.:** \_\_\_\_\_ **COURSE TITLE:** \_\_\_\_\_ **# of Credits:** \_\_\_\_\_

**For Verification of Attendance purposes**, please enter the course start, midterm and end date if different from those of the semester or session in which it is being taught. Form will be returned if dates are not included.

Start Date \_\_\_\_\_ Midterm \_\_\_\_\_ End Date \_\_\_\_\_

\_\_\_\_\_  
Sponsoring Organization / Organization's Website Address/URL

\_\_\_\_\_  
Address / City, State, Zip Code

\_\_\_\_\_  
Industry / Organization's Phone Number

**INTERNSHIP:** Signatures required for internships include the department chairperson, professor and that of the Dean of the appropriate College. (Dean of appropriate College refers to the Dean of the College in which the course is taught. For Graduate students and Post Baccalaureate Certification students, the signature of the Dean of Graduate Studies is also required.)

\_\_\_\_\_  
**PRINT Professor's Name** / Professor's Signature / Date

\_\_\_\_\_  
Dept. Chairperson's Signature / Date / Dean of College's Signature / Date

\_\_\_\_\_  
Dean of Graduate Studies' Signature / Date

**DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.**

\_\_\_\_\_  
Course Prefix / Section / Class No. / Credits / Professor's Name

Date Entered: \_\_\_\_\_ Please add this course to the schedule for the \_\_\_\_\_ Semester/Session.  
Rev. 02/18





Department of Business Administration

**EMPLOYER CONFIRMATION FORM**

**(For Business Internships)**

This is to confirm that \_\_\_\_\_ has obtained an internship with \_\_\_\_\_, working \_\_\_\_\_ hours per week for \_\_\_\_\_ weeks (student must complete at least 150 internship hours). This internship will start on \_\_\_\_\_ and end on \_\_\_\_\_.

We need confirmation that you have obtained a business internship. Please have your supervisor fill in this form and return it to the Department of Business Administration, at bsba@kutztown.edu.

(PLEASE PRINT)

1. Internship Position/Title: \_\_\_\_\_

2. Internship Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

3. Company Website: \_\_\_\_\_

- **Please return this form to the student so it can be turned in with the completed packet.**
- **Alternatively, an email containing all of the above information can be sent by the supervisor from the company's official email to the student for submission as part of the packet.**
- **If your company is not on the Kutztown Internship Agreement Listing, Kutztown University will contact you to help your company be included on the listing.**

**Practicum and Internship Agreement**  
**Department of Counselor Education and Student Affairs**  
**Kutztown University of Pennsylvania**

This agreement is made by and between Kutztown University of Pennsylvania (hereinafter referred to as University), an educational institution in Pennsylvania's State System of Higher Education, Commonwealth of Pennsylvania, and \_\_\_\_\_,  
(referred to as the Organization), \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

**Duties and Responsibilities of the University**

1. The University will be responsible for practicum and internships that are conducted during a regular academic semester(s). The University and the Organization agree to schedule the internship hours to mutually benefit all parties involved.
2. The University shall certify eligibility for students registering internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the advertised internship and departmental requirements for participation.
3. The University determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The University establishes a grading system and criteria to earn the grade upon completion of the internship.
4. The University will assign a faculty member to monitor and evaluate the student's performance during the internship. The University will assume all costs associated with faculty supervision of the intern.
5. The University, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
6. The University agrees to advise students of any known policies, procedures, and requirements of the internship as specified by the Organization.
7. The University, at the beginning of the internship term, will inform the Organization of course requirements such as the intern's attendance at the weekly internship class and meetings/seminars or activities that may take the intern away from the assignment.
8. The University may request termination of the internship placement for any student not complying with University guidelines and procedures for the internship program if the Organization has been notified in advance.

9. The Organization understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality, there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance Program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees, and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa. C.S.A. §§8521, et seq.

### **Duties and Responsibilities of the Organization**

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The University will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the University of such changes.
2. The Organization agrees to notify the University of any field experience participation requirements, such as background investigations, drug testing, and health screenings.
3. The Organization acknowledges it will not be compensated by the University for the field experience, and the Organization shall be solely responsible for determining the amount of compensation, if any, received by the student.
4. The Organization agrees to provide suitable space and resources for the student to complete the field experience assignment. The Organization will provide orientation, training, and supervision.
5. The Organization shall provide mutually agreed upon information on a student's field experience.
6. The Organization agrees to maintain contact with the faculty supervisor regarding concerns and/or feedback regarding the progression of the internship field experience.
7. The Organization agrees to make every possible accommodation to the University's request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend University required internship meetings/seminars during the internship.
8. The Organization agrees to complete a formal evaluation of the student's performance of the experience utilizing the evaluation protocol provided.



9. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the University has been notified in advance and a satisfactory resolution cannot be obtained.

### **Mutual Terms and Conditions**

1. This Agreement will last for five (5) years from the date of the final signature below. Either the University or the Organization may terminate this agreement with 90 days' notice. Should the Organization wish to terminate the agreement prior to the completion of a semester/term, any student intern(s) will have the opportunity to complete their internship. In the event of a substantial breach, either party may terminate this agreement.
2. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
3. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract and to each other shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.
4. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims, or defenses, which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of Pennsylvania's State System of Higher Education or the University.
5. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972, and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
6. University students are protected by Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act (ADA) of 1990. The Organization agrees to cooperate with the University in any investigations arising from claims of harassment or discrimination made by a participating student.
7. The Organization agrees to cooperate with the University in its investigation of claims of discrimination, including investigation of any allegations of sexual harassment or sexual assault, dating violence, domestic violence, or stalking by a student participating in the program.

8. Reporting of Sexual Violence and Sexual Harassment: The Organization shall report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to the University Title IX Coordinator, Jesus Peña, Esq., Kutztown University, 02 Old Main, Kutztown, PA, 19530 (610-683-4700; pena@kutztown.edu).
9. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing with the same formality as the original Agreement.

**The authorized representatives of the parties have executed this Agreement as of the date indicated below.**

Kutztown University of Pennsylvania

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

Kenneth Hawkinson, President  
Name/Title

\_\_\_\_\_  
Name/Title

EFFECTIVE DATE OF AGREEMENT: \_\_\_\_\_  
(date of last signature)

Approved by Pennsylvania's State System of Higher Education Legal Counsel 12/18

# Department of Business Administration

## BUS 390: Internship Assessment Agreement

Below is the actual assessment language that is included in the BUS 390 Master Syllabus. This language was approved by the University Curriculum Committee and the President. This assessment must be followed by both the student and supervisor.

---

---

The internship is intended to be primarily a learning experience. Therefore, part of the structure of the internship requires the student to think about how the job at hand relates to the larger picture of business in general and to the business education that the student has received in the classroom. To that end, the following are required of all interns:

1. A journal that reflects the student's activities and experience each work day.
  2. A final report in narrative form which includes:
    - a. A summary of the student's activities and accomplishments during the internship;
    - b. A discussion of what the student learned about the business environment (for example: economic, competitive, demographic, legal, political, technological and global) during the internship;
    - c. A discussion of the firm's business model, including its strategy as the student understands it;
    - d. A reflection on what the student learned about leadership and management during the internship, including:
      - i. The organization's culture, and
      - ii. A description of what they did well and what they could do better and how;
    - e. A comparison of the work experience to the student's previous classroom experience, including:
      - i. How the student's classroom experience prepared him/her for the internship, and
      - ii. How the student believes the internship prepared him/her for future classes and employment;
    - f. A discussion of what the student learned about his/her career opportunities and expectations;
    - g. In addition to the written narrative, the faculty supervisor may require an oral report.
  3. Organization's supervisor evaluation:

The faculty supervisor shall obtain from the sponsor at the end of the internship a performance evaluation form, completed by the internship supervisor.
  4. The faculty supervisor will award a grade of pass/fail for an undergraduate internship based on the above.
- 
- 

By signing below I am aware of the requirements that must be submitted at the end of the internship:

Student Intern: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Date supervisor submitted report for file: \_\_\_\_\_