



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/Field Experience Registration Approval form
- Internship/Field Experience Site Approval form
- Signed Employer Confirmation Form.
- Printed job description either from KU Career Network or the employer.
- Student’s resume.
- 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?	In Person	By E-mail	On the Phone	_____	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; <b>completion of 21 credits in business</b> )				_____	YES	_____	NO
If the 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/Field Experience Registration Approval form

Internship/Field Experience Site Approval form

Employer Confirmation form

Internship job description either from the KU Career Network or the employer

Your current resume ([resume help](#))

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](#).



## Internship/Field Experience Registration Approval Form

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 term.

**STUDENT INFORMATION:**

Student's Name: \_\_\_\_\_ Student's ID: \_\_\_\_\_  
 Local Address: \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Expected Date of Graduation: Year: \_\_\_\_\_ Semester: \_\_\_\_\_  
 KU E-Mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**COURSE INFORMATION:**

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

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

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

**COURSE REQUESTED:**

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

**COURSE PROFESSOR:** \_\_\_\_\_

**If** the course start, midterm, and end dates are different from the semester or session in which the course is being taught, please enter these dates for Verification of Attendance purposes. The student should consult with their advisor to complete this section if necessary.

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

Completion of this form indicates that a student has met all requirements for an internship/field experience, per the program and may register for the course. Once registration is completed, the student will have until the start of the fourth week of the term for spring, fall, or summer 10-week to secure a site for the internship and submit the Internship/Field Experience Site Approval form. For summer I or II (5-week) terms, the form must be submitted by the start of the second week. Should a student **not** achieve a placement by the stated deadline, the student will be directed to withdraw from the course. Failure to do so will result in a failing grade being assigned.

PRINT Advisor's Name	Advisor's Signature	Date
Dept. Chairperson's Signature	Date	Dean of College or Designee's Signature
Assistant/Director of Clinical Education (COE Only)	Date	Dean of Graduate Studies Signature <i>(For graduate students only)</i>



## Internship/Field Experience Site Approval Form

Completed form must be submitted to the Registrar's Office with all **required signatures** no later than the start of the fourth week of the term (fall/spring/summer 10 weeks). For Summer I or II, submission must be by the start of the second week.

**STUDENT INFORMATION:**

Student's Name: \_\_\_\_\_ Student's ID: \_\_\_\_\_  
 Local Address: \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Expected Date of Graduation: Year: \_\_\_\_\_ Semester: \_\_\_\_\_  
 KU E-Mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**COURSE INFORMATION:**

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

Indicate the Year for the request: \_\_\_\_\_  
 Indicate the Semester or Session: Fall  Spring  Summer I  Summer II  Summer 10 Weeks

**COURSE ENROLLED IN:**

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

**INTERNSHIP/FIELD EXPERIENCE INFORMATION:**

Internship/Field Experience Site	Supervisor Name
Site Address	Supervisor E-Mail
City, State, Zip	Supervisor Phone
Website	Industry

Modality of Internship: In-Person  Hybrid  Remote

Is this a paid internship? Yes  No

Signatures of the department chairperson, Director of Clinical Education (COE Only), supervising professor, and the dean (or designee) of the college in which the course is taught are **required**.

Department Chairperson's signature indicates that there is a current agreement between the University and the placement site.

PRINT Professor's Name	Professor's Signature	Date
Director of Clinical Education/Designee (COE Only)	Date	Dept. Chairperson's Signature
Date	Date	Date
Dean of College or Designee's Signature	Date	



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.**

# 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.

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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.
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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: