

INTERNSHIP OVERVIEW

SCHOOL OF BUSINESS

ALCORN STATE UNIVERSITY

Revised: October, 2014

INTERNSHIP PROCESS APPROVAL & REGISTRATION

A student must get approval before conducting an internship, if the student plans to earn course credit for the internship. To gain course credit for an internship, the internship 1) must be approved and 2) the student must register for an internship course. Students interested in earning course credit for an internship must register before performing the internship. Course credit must be earned, simultaneously, while the student is working in an internship. Course credit will not be granted ex post facto (after the fact). Students performing an internship without prior registration may not gain credit.

The following process must be followed, if the student plans to earn course credit for the internship. (Please note: You must be conscientious in retaining and maintaining copies of important paperwork for your personal and academic records as well as for evidentiary documentation purposes. Failure to comply with any condition may necessarily result in processing delays, withdrawal, or receiving no credit for the internship).

STEP 1: Approval Process

Before the internship begins the student should:

- (1) Obtain and complete an Internship Application Form (IAF) from the Internship Coordinator or from the School of Business website (bschool.alcorn.edu).
- (2) Obtain an Internship Offer Letter (IOF) from the business, company, agency, etc., that is providing the internship. The offer letter should contain the following:

- Student's name
- Name of employer where internship or /co-op will be conducted
- Length of internship (start date and end date should correspond to the start and end date of the academic semester during which the internship is conducted)
- Description of internship activities (accounting, management, customer service, tax, etc.)
- Position title which includes the word "Internship"

- (3) Give a copy of the completed and signed IAF and IOF the School of Business' Internship Coordinator and to the Faculty Internship Advisor no later than four (4) weeks prior to the start of the semester that you want to receive credit for the internship.
- (4) The Internship Coordinator and the Faculty Internship Advisor will review the IAF and your status for approval.
- (5) When approval is granted, please follow the steps outlined, below.

STEP 2: Registration Process

- (1) Show a copy of the completed and signed Internship Application Form to your School of Business academic advisor.

- (2) Undergraduate students should fill out and submit a Course Over-ride Request Form. **You must fill out the Course Over-ride Request Form before you can register for BA 390, and/or BA 490 Business Internship because they are restricted courses.** In order to complete the Course Over-ride Request Form, go to <https://bschool.wufoo.com/forms/asu-school-of-business-registration-override/>.
- (3) **Once the over-ride has been granted by the Registrar's Office, you can then go into Banner Online Services and enroll in BA 390 and/or BA 490.**
- (4) MBA students should consult Dr. Akash Dania, director of Graduate Business Programs and graduate faculty internship advisor, in order to advise you through the process of registering for BA 543 and BA 544.
- (5) **All students who are not citizens of the United States of America must apply for Curricular Practical Training (CPT) through the Admissions Office at Alcorn State University in order to work in an internship. Work cannot begin in an internship until the proper documents have been submitted and CPT has been approved by the United States Department of Homeland Security's Student Exchange Visitors Information System (SEVAS).**

Procedure for Federal Government CPT Approval for Undergraduate, International Students Conducting an Internship

- A. The School of Business must submit a letter to the Alcorn State University Admissions Office, stating that the internship is considered a part of the student's course of study and is pertinent to their academic study.
- B. The employer or agency, providing the internship, must submit a letter to the Alcorn State University Admissions Office stating that:
 - a. an internship has been offered to the student
 - b. The name of the company or agency offering the internship
 - c. The physical address of the company or agency
 - d. The beginning and ending dates of the internship
 - e. The number of hours the student will work and that the work is part-time
- C. Once the two letters are submitted to the Alcorn State University Admissions Office, they will input the data into the Student and Exchange Visitors Information System (SIVAS). This will generate an I-20. The I-20 will be given to the student. The student will give the I-20 to the employer or agency providing the internship.
- D. The I-20 grants permission, from the federal government, to the employer or agency to hire the student in an internship position.
- E. The student cannot begin his/her internship before the I-20 is issued.

Procedure for Federal Government CPT Approval for Graduate, International Students Conducting an Internship

A. Dr. Akash Dania will submit the student's name to Ms. Lula Russell in the Office of Graduate Studies. Ms. Russell handles the process from that point forward. She deals directly with Dr. Dania.

PLEASE NOTE:

- Students who do not complete this process will not be registered for the internship course(s).
- Students who do not complete all internship requirements will not receive credit for the course.

STEP 4: Internship Evaluation & Assessment Process

Student evaluation: After completing the internship you will be given the opportunity to evaluate the internship experience via an online survey. This instrument will provide the ASB evaluative feedback for improvement of internships, while giving you the opportunity to evaluate the internship.

Supervisor evaluation: In addition, your internship supervisor will, also, be given the opportunity to evaluate your performance in the internship via an online survey. This instrument will provide the ASB evaluative feedback for improvement of internships, while giving the internship provider the opportunity to evaluate your work.