

INTERNSHIP OVERVIEW

SCHOOL OF BUSINESS

ALCORN STATE UNIVERSITY

Revised: October, 2014

INTERNSHIP PURPOSE AND GOALS

- Internships are designed to (1) produce learning outcomes consistent with Alcorn State University's School of Business (ASB) program goals and (2) provide you real business experience while completing your academic coursework. An internship is defined as employment at an office, business, company, agency, etc., that is directly related to your field of study. An internship has a beginning and an end. It is not open-ended employment. The underlying assumption for approved internship opportunities is that the knowledge, skills, and values gained during an internship position must be equal to or greater than the knowledge, skills and values that would have been gained in a traditional business course.
- Internships for undergraduate students are typically completed during the summer semesters between the junior and senior year; however, if the business/agency providing the internship prefers, the student may intern during the fall or spring semester. Students working in approved internships can choose whether, or not, to receive course credit for the internship. Undergraduate students can earn 3 hours for each course, for a total of 6 hours. These courses are electives and can be substituted for other School of Business elective courses. If the student receives course credit, a grade for the course will be given by the course instructor for BA 390 (Business Internship) and BA 490 (Business Internship). This person, also, serves as the undergraduate faculty internship advisor for the Internship Program. Please consult with your ASB academic advisor regarding scheduling these classes.
- Internships for MBA students are typically completed during the summer at any point during the enrollment in graduate school; however, if the business/agency providing the internship prefers, the student may intern during the fall or spring semester. Students working in approved internships can choose whether, or not, to receive course credit for the internship. Graduate students can earn up to 1 hour for each course, for a total of 2 hours. If the student receives course credit, a grade for the course will be given for the courses BA 543 (Business Internship I) and BA 544 (Business Internship II). Please consult Dr. Akash Dania, director of Graduate Business Programs and graduate faculty internship advisor.
- If you are employed in an existing job, ASB may recognize your job as an internship if it is approved, as such, by ASB. You may obtain course credit for employment that is directly related to your program of study at the Alcorn State University School of Business (ASB). Your internship must be approved by ASB in order to earn course credit.

In the spirit of these requirements, internship positions must meet the following eligibility criteria:

- ***Program driven:***
 - The internship work must be directly related to the student's program of study in the School of Business.
 - The internship should significantly expand the student's knowledge of accounting or business administration.
 - At least 20 hours per week must be worked over the course of the internship during the semester the student is registered for the internship course if the undergraduate student seeks 3 or 6 credit hours in the summer, or the MBA student seeks 1 or 2 credit hours in the summer.

- At least 15 hours per week must be worked over the course of the internship during the semester the student is registered for the internship course if the student seeks 3 credit hours in the fall or spring semester(s), or the MBA student seeks 1 credit hour.
- The internship should not be permanent in nature. That is, (i) the position should have a definite start date and definite end date; (ii) the internship position must be specifically noted as such, for example, within the internship offer letter, internship application form, etc.
- Student must be classified at the junior level, or above, unless a permission waiver is given by the Dean of the School of Business.
- Must be a current student, in good standing, in the School of Business during the semester(s) the internship is conducted.