

WINONA

STATE UNIVERSITY

COLLEGE OF BUSINESS INTERNSHIP PROPOSAL AND CONTRACT

Admission to the College of Business and minimum 2.0 GPA is required for all internships in the Business Administration Department plus completion of the following prerequisites.

Please check the box of the internship you are proposing.

BUSA Major Prerequisites: MGMT 325, and three required and/or electives in the major at the 300+ level.

HR Major Prerequisites: MGMT 317, MGMT 325 + two additional required and/or elective HRM courses at the 300+ level

MIS Major Prerequisites: MGMT 325, MGMT 334, MIS 312, MIS 362, CS 234

Name of Intern _____ Tech ID# _____

Address _____

Internship Site _____

Address _____

On-Site Supervisor _____ Title _____

E-mail _____ Phone _____

Number of hours per week intern will be working _____

Position/Title _____

Number of credits applied for _____

200 hours = 3 – 6 credits

300 hours = 9 credits

400 hours = 12 credits

***Only 3 credits count in the major and must be taken for a grade (BUSA 399)**

Any additional credits count as general electives and are taken as pass/fail (BUSA 398)

Beginning and ending dates of internship (15 weeks maximum) _____

Will the intern be paid for the internship? Yes No

Attach to this document:

- WSU transcript or DARS report
- Internship objectives
- A job description. Include a complete description of the intern's assignments including any expected achievement such as a completed report, creation of a program or operating system, and milestone expectations. The activities to be performed for the internship must add up to a meaningful learning experience; the tasks described should entail significant responsibility.
- A description of any present or previous employment of the intern with this organization.

The on-site supervisor will be asked to submit one or more written evaluation(s) of the intern's performance.

On-Site Supervisor Signature _____ Date _____

Instructor Signature _____ Date _____

Student Signature _____ Date _____