

Internship/Project Program

Master of International Management (MIM) program

Introduction:

As you near the end of your studies in the MIM program you are expected to engage in practical application of your studies through either an internship or a project. If you are electing to work on a project, meet with your advisor to select a faculty supervisor, then complete the Project Proposal Form, Internship/project contract and obtain department approval. Then register for IM 598; Project. A project is typically conducted outside of an organization at times of a student's own choosing, while an internship involves on-site work alongside an experienced professional. Separate instructions and guidelines for projects are available at the MIM office.

Students pursuing an internship can dip into the vast resources available on-campus and off. Faculty, staff and the MIM internship personnel will be willing to work together to procure just the right internship for you. Students who are interested in an internship should take on the responsibility of pursuing their internship search in partnership with the MIM internship personnel. The college does not maintain guaranteed or contracted internship sites. Opportunities and invitations from companies change from time to time and usually require renewed exploration and a job interview. Career Services located in the HUB, company websites, and books on internships are an important resource in your internship search.

Project Definition:

A project is **not** an internship. A project is a learning experience that may or may not be directly on site of an organization. A project often takes the form of a research/analysis project or thesis paper. Completing a project requires a separate Project Proposal Form and the Internship/project contract. Requirements are: a formal written report (2 copies) and PowerPoint presentation to the MIM department and or company. Meetings with your faculty sponsor are also required during the project. See presentation guidelines.

Internship Definition:

- A practical work experience, 100 hours minimum, which links students' academic programs with their career goals and interests.
- An internship integrates classroom study with a planned, supervised and evaluated job position.
- There is a dualism in our education delivery systems: an education for "being" and an education for "doing." Both are essential to a well-rounded education.
- Internships allow you the opportunity to explore the intricacies of a specific field and to apply academic knowledge to the world of work. It helps you develop a network for future employment and tests your skills and abilities.

Internships and projects challenge your personal ethics and values while broadening your exposure to people, places and situations.

Credit Hour Guidelines:

A two credit internship or project is a requirement of all MIM students. A minimum of 50 hours per credit is required. Additional internship credits need MIM department approval.

Student Benefits of an Internship:

An internship places you and the academic knowledge you have acquired as a student in a professional setting, allowing you to:

- Explore career choices before graduation.
- Determine if the daily responsibilities of a specific career match your career goals/interests.
- Acquire practical training.
- Enhance your resume with work experience related to your academic studies.
- Broaden your experience with people, places, diverse situations, and current technology in your field of interest.
- Learn and practice the job search process.
- Develop maturity, responsibility, assurance, and self-confidence.
- Network and establish professional contacts, which is extremely useful for future employment.
- Utilize theoretical constructs from academic study.
- Further enhance your foreign language skills.

Three Easy Steps to Register for an Internship:

- 1) An internship contract needs to be completed and signatures obtained from the MIM internship appointee. The Internship Contract can be downloaded from the website at www.whitworth.edu/mim .
- 2) Type the contract once you have secured an internship. Take the printed contract, sign it and obtain your site supervisor's signatures, faculty advisor signature and turn it in to the MIM internship personnel for final approval. Keep a copy for your file. Your contract will be submitted to the Registrar's Office by the MIM internship personnel.
- 3) Complete a Change of Schedule Form, obtain advisor's signature, and submit it to the Registrar's Office to ensure that you are registered for the internship.

How to Find an Internship:

- Check the Career Services Internship website for local, national and international internship sites.
- Review the internship listings posted by major in notebooks in Career Services.
- If you find an independent site on your own, get approval of the goals and objectives from your faculty advisor.
- Develop a quality resume and cover letter to apply for possible internship positions. We encourage attendance at Career Services resume writing workshops. Assistance is also available in the English writing lab (library) to develop your resume and cover letter.
- Make contact with the designated person at internship sites by sending or faxing a resume and cover letter and/or phoning the prospective organizations.

- Ask your faculty advisor to supervise the internship and discuss learning objectives, site activities and the number of credits you are enrolling in for the semester. Learn what the faculty requirements are (reading, journal, reflective paper, monthly meetings, etc.) at this time.
- Schedule a meeting with the prospective employer and discuss learning goals and site activities that are satisfactory to your faculty sponsor, the employer and you.

Grading:

Internship credits are graded pass/fail. Projects receive a letter grade. To receive a satisfactory grade you must adequately meet your on-site internship assignment and meet the requirements as outlined in the internship packet and contract.

Compensation:

Employers are encouraged to provide a stipend, however many internships are non-paid.

Considering an Internship in the future?

- Develop an internship profile. Some questions to consider in constructing this could include the following: What are your career interests? What have you thought of doing? Is a salary necessary or are you able to volunteer in the position? Volunteering offers great networking opportunities.
- Identify opportunities that might be possibilities. Check out the Internship Postings by setting up an initial meeting with Paul North. Meet with Sandy Nowack, Internship Director, at the Career Services Office, 2nd floor HUB for additional help. Other resources include: web sites, books in the Career Services Office, Chamber of Commerce directories, Journal of Business lists, telephone directories, professional associations, staff, faculty, friends and family.

Contract and Evaluation Forms:

Since an internship is not structured like a traditional class, we use a contract to outline the curriculum and the evaluation process of your internship. A successful internship requires agreement on the learning objectives and type of work to be accomplished between the three parties involved – the student, the site supervisor and the faculty advisor. The best way to achieve this agreement in advance is by a contract. Elements of the contract include:

- **Learning Goals:** What do you intend to learn from your internship experience?
- **Work Site Goals:** What specific activities will you engage in to help you achieve your learning goals?
- **Evaluation Methods:** What specific requirements need to be fulfilled in order to receive credit for this internship? Most faculty members require that students keep a time log and a journal, write a reflection paper, meet regularly, and do a final evaluation meeting. An evaluation of the student is completed by the site supervisor and sent to the faculty advisor by the internship office at the end of the internship.

The contract helps you, your site supervisor and faculty advisor agree on the intentions and expectations of your internship. This includes educational and work-related criteria as well as techniques for evaluating your experience at the internship's conclusion. ***The signed contract must be turned in to the MIM internship office in order for you to be officially registered and receive credit!***

Completion Requirements:

- Faculty sponsors will require you to meet for consultation to discuss your progress throughout the internship.
- Site supervisors will evaluate you through an evaluation form that the MIM Internship Office sends them near the end of the internship. Your faculty sponsor uses this as part of the evaluation process.
- MIM Department requires you to complete a journal, a one page reflection paper, an internship report, and a PowerPoint presentation to the MIM department.
- Make an entry in your journal at least once a week. Record what took place at work that was significant. Include such aspects as new experiences, skills or procedures you learned, new ideas, highlights or problems. The journal should accurately reflect your perspective of the day-to-day occurrences.

Your Report And Presentation Should Include the Following Information:

- What I did
- What I learned
- Application to the graduate studies
- Insights and recommendations

Discuss and relate your experience or project to a minimum of five core courses in the MIM program. Specifically the student should address:

1. International trade and economic considerations of the country or countries that are involved in the internship
2. International management issues of global skill efficiency, national responsiveness and worldwide learning and innovation
3. Ethical considerations or issues that arise, will arise in the future or have risen in the past
4. Political risk considerations in the enterprise
5. Organizational issues
6. If an internship is directed toward marketing matters then additional issues such as 4 P's of international marketing should be included



Presentation and Report Submission Guidelines:

The final report and PowerPoint slides (not more than 15 slides) must be submitted to your faculty advisor and the MIM internship director for comments at least 3 weeks before you plan to present your paper.

- Final approval on your report must be given by your advisor prior to scheduling a date for the final presentation.
- The report should be submitted following strict graduate level standards. Specific guidelines can be obtained from the MIM internship coordinator.
- Please note that your presentation date will depend upon faculty, staff and student availability.
- Presentations will not be scheduled during the week before finals or finals week.
- Contact the Internship Coordinator at least one month prior to completion of the internship to map out your report submission and presentation dates.

Commonly Asked Questions about Internship Programs

Q: What is the role of my faculty advisor?

A: Your faculty advisor is a college faculty member associated with your academic major who is responsible for guiding the quality of your learning experience. This person helps you establish learning goals, and approves your placement and learning contract before you can register. They also evaluate your internship experience in light of the learning goals and assign your grade.

Q: Who is my site supervisor?

A: Your site supervisor is the person who will directly supervise you at the internship work site.

Q: Can I use my current job as an internship experience?

A: It may be possible. If your job relates to your major and if it is possible to do new projects that will give you an academic learning experience, then it may be considered for an internship.

Q: How many hours do I have to work to earn a credit?

A: You must work 50 hours per semester for each credit that you carry. So, 2 credits would require 100 hours and 3 credits would require 150 hours per semester.

Q: What is an internship/project contract?

A: It is the agreement form between you, the employer, your faculty advisor and the MIM Internship Office. It lists what you must accomplish in order to receive credit. It's posted on the MIM home page under internships/contract.

Internship Etiquette

-Taken from the Muhlenberg College Internship Manual
@www.muhlenberg.edu/odcp/internships/page4.html

People don't expect you to be a student. Rather, they expect you to act the way they do, as a professional in their line of work. The catch is this: seldom are the rules spelled out for you, and the rules are not the same for any two organizations. If you don't figure out the rules, you can have a poor experience and a poor evaluation. It's all pretty ambiguous. So what do you do?

Here are a few guidelines and ideas to help you get on track:

- **Follow the chain of command.** It is important for you to know the reporting structures within your organization. Once you understand them, follow them! The unspoken rule is this: do not go around, behind or over anyone. Follow the chain of command in all your communications and actions. That means go to your site supervisor first.
- **Respect confidentiality.** You can talk about issues, projects, the work environment, but refrain from talking about people. Gossip can get back to people and wind up hurting you. Don't be hurt if you are left out of certain discussions - some issues are for staff ears and eyes only. Finally, don't take sides; steer clear of interoffice politics.
- **Respect the support staff.** They have been there longer than you, and they know more than you. They can be terrific allies in helping you break in, in helping you understand the unspoken rules, and in helping you accomplish your goals if you treat them with the respect they are due. Wipe the thought "just a secretary" out of your mind. Remember this: without support staff, the organization would not run.
- **Learn basic social skills.** This might seem rather silly, but if no one ever taught you such rituals, you are well advised to learn them quickly! Go to the library and read some etiquette books, or pattern your behavior after those around you. How you handle hellos, good-byes, and basic courtesies of speech and action can win friends or turn people off. For example, don't sit down in someone's office until you are invited to do so. Keep your feet off the furniture. Hats off inside! Don't chew gum.

In the dining hall, you can get away with reaching across someone for the salt, or pushing your plate out of the way when you are through. In the work world, you lose points.

- **Attendance and promptness are expected.** Because you are a student, some faculty may not penalize you if you fly into class five minutes late, or if you miss class. In the work world, that just won't cut it. Tardiness and absenteeism signal a disrespect for others' time, a lack of interest in the work. Promptness signals eagerness, responsibility, respect for others. At the beginning of the day and at all your meetings, be on time or five minutes early. As for being absent from work, serious illness or family emergencies are the only reasons which may justify absence. It is important to call immediately and speak directly with your site supervisor if you have a problem which will keep you from your internship.

- **Learn to make a positive first impression.** Practice until you acquire a firm handshake. Learn how to make introductions and how to introduce yourself to those you don't know. Be friendly, smile and extend yourself. These are all parts of those important first impressions which really can earn you points. Picture this: the Executive Director of your organization is coming down the hall toward you. You are alone. She is a valuable person to know. Are you ready to introduce yourself?
- **Dress the part.** Yes, this is important! When you walk in the door of your internship site, even if it is on campus, you are no longer a student. We repeat: *you are no longer a student*. Appropriate attire is different for every organization. Look around you. What are others wearing? What about their hair styles? What kind of accessories are the norm, including earrings for men? Model your dress and grooming after that of your supervisor and other professional staff, and you cannot go wrong.
- **Lose the lingo.** "Hey, cool!" might be a natural expression of affirmation on campus. In your internship, it will tell people that you are not yet professional material. Listen to the language of those around you, listen to your own language, and speak as a professional.
- **Be a good ambassador.** Be cognizant that you reflect the institution. How you perform and behave in your internship will affect the future of other Whitworth interns.

Think about the long-term benefits of good internship etiquette. Many of you will ask your site supervisors for job recommendations or contacts. Some of you will apply for full-time or summer jobs at your internship site. Have you proven that you can make it in that type of environment? Have you earned a positive recommendation? What you do today can stick with you for a long time. Make it count!

MIM Internship Office

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