Internship Program Guidelines

Master of Science in Professional Science
College of Basic and Applied Sciences
Middle Tennessee State University

(BCEN 6910)

Internship Objectives

The purpose of the MS-PS internship program is to provide student interns with an opportunity to: develop professionally, acquire real-world experiences related to their concentration, and apply classroom learning to the workplace.

Intern Qualifications

- MS-PS Major
- Completion of majority of concentration and business core courses required for MS-PS

Employing Company Criteria

- Provide a position in a business or organization that relates to concentration area
- Complete an Employer Data Sheet
- Provide significant work that will enhance the intern’s professional and educational development
- Submit a general description of the internship position and indicate if the assignment is a paid or unpaid internship
- Provide the intern the opportunity to work a minimum of 250 hours
- Must be approved by the adviser and business coordinator

Academic Requirements

The student intern agrees to:

- Complete an internship application
- Meet with internship coordinator and/or adviser as requested
- Work a minimum of 250 hours for 3 hours of college credit
- Work in a company approved by concentration adviser and business internship coordinator
- Perform work and intern assignments in a professional manner and comply with employing company’s regulations and policies
- Maintain employing company’s confidences
- Ask employer to complete the employer evaluation form provided by the Internship Coordinator and to fax the form to (615) 898-5438 by designated due dates
- Submit an Internship Portfolio by designated date which includes the following:
Interview with Specialist in Major Area--A typewritten summary of an interview with a specialist in concentration area. Coordinator will provide topic suggestions if needed.

Reflective paper--A final paper, minimum of eight typewritten (but not to exceed 10 pages), double-spaced pages, written as a retrospective of the internship experience.

Company Literature--Promotional/information brochures, etc. from the employing company

Daily Journal--Maintain weekly journal of work experiences with examples of completed on-the-job assignments. These assignments can include projects or reports (formal and informal), letters, memos, agendas, meeting minutes, etc.

Prepare PowerPoint presentation of significant experiences by last week of internship program. (Include a disk and print presentation in handout format—six slides per page).

Submit weekly hours worked report to coordinator.

Prepare a cover letter and resume assuming you are preparing for a position with this company

**Employing Company’s Responsibilities**

The company employing the student intern agrees to:

- Provide a safe, nurturing, and challenging work environment
- Provide the student intern the opportunity to work a minimum of 250 hours
- Provide adequate supervision of student intern
- Communicate with Internship Coordinator
- Submit student intern evaluations to Internship Coordinator by designated due dates

**Internship Coordinator (in Consultation with Concentration Adviser) Responsibilities**

- Approve student internship application
- Discuss internship guidelines with student intern
- Approve employing company
- Communicate with employing company
- Conduct a mid-term and final evaluation of student intern
- Evaluate the student intern’s final portfolio
- Submit student intern’s final grade

**Evaluation Process**

- Mid-term evaluation (employing company faxes a written evaluation of intern to Dr. Vincent W. Smith (615-898-5438)
- Portfolio (submitted by intern to Internship Coordinator)
- Final evaluation (employing company submits the Employer Evaluation of Intern form and faxes to 615-898-5438)
- Internship Coordinator submits intern’s final grade.