

Terry College of Business  
International Business Programs

**INTERNSHIP AGREEMENT**

Semester & Year:

Credit Hours: 3

Student ID:

Name:

Current E-mail Address:

Address While on the Internship:

Phone Number While on the Internship: (Area Code 1st)

Company:

Company Address:

Supervisor Name:  Mr  Ms

Supervisor Title:

Phone Number: (Area Code 1st)

Fax: (Area Code 1st)

E-mail Address:

Internship Job Description (specify international business aspect):

Beginning (date):

Hours Per Week:

**NOTE:** Hours to be worked and wages to be paid, if any, for this internship are arranged entirely between the student and employer. The Terry College of Business International Programs office will supply an evaluation form directly to the supervisor listed above.

The student agrees to complete the job described above for the specified timeframe and to submit a substantial written report (see guidelines) before the end of the semester following the internship. The student's final grade will be based upon the supervisor's evaluation & the student's report.

\_\_\_\_\_  
Supervisor's Signature & Date

\_\_\_\_\_  
Student's Signature & Date

**COMPLETE, SIGN & SUBMIT TO SALLY VANDIVER FOR PRIOR APPROVAL.**

\_\_\_\_\_  
Mark Dawkins, Associate Dean for Academic Programs

\_\_\_\_\_  
Date

## INTB 4800-INTERNSHIP IN INTERNATIONAL BUSINESS

### General Information

An internship is employment, compensated or not, that gives you **practical experience in international activities** within a corporation. An internship is the equivalent of a 3-credit hour upper level course, so the work responsibilities must provide substantial experience which contributes meaningfully to one's understanding of the discipline in which you are involved. A student may not receive credit for continuing in a job held previously. Certainly, work experience of any kind is valuable and is not discouraged; however, an internship is the equivalent of enrolling in a 3-credit hour upper level course, and as such, should provide a "new" learning experience (e.g. working in a family business cannot qualify as an internship).

INTB 4800 is a regular 3-hour semester class, which you may take only once. **You must register for INTB 4800 in the academic semester you are actually doing the internship.** University regulations do not permit juggling the semester in which you register to avoid tuition costs, etc. You may take other courses while doing an internship. However, if INTB 4800 is the only class you take in an academic semester, you may be eligible to waive certain fees such as activity and transportation. INTB 4800 counts as an IB major elective course.

### **Qualified Candidates Will:**

1. Be an International Business major (not an intended major) in the Terry College of Business.
2. Preferably have completed MARK 3000, MGMT 3000, FINA 3000 and MIST 3000.
3. Have an internship opportunity where you work at least 200 total hours. (This can be broken up into 13-15 hours for 15 weeks, 20 hours a week for 10 weeks or 25 hours a week for 8 weeks.)
4. Submit an Internship Agreement which includes a job description with substantial responsibilities/assignments related to international business.

If the above qualifications are met, complete an Internship Agreement form and submit it to the IB Academic Advisor. Make sure a thorough and accurate job description is included with the Agreement form and that the job supervisor knows he/she must provide a performance evaluation at the end of the semester.

### How To Receive Credit

1. Complete the Internship Agreement form. You can obtain a copy of this form in the IB Office, Brooks 265 A or B, or by downloading a copy from the International Business Web Page.
2. Internship Agreements must be submitted before final exams the semester **preceding** the semester you plan to do your internship (excluding Maymester). Only 15 internships are approved per semester. For summer internships, you are advised to plan ahead.
3. If your internship is approved, you will be informed e-mail and given access to register for INTB 4800. You will not be able to register for INTB 4800 without access.
4. Register for INTB 4800 at pre-registration or late registration for the semester you will be interning.
5. Attend the internship as scheduled with the supervisor. You do not go to class meetings with a professor; rather, go to the job. Keep a journal of your major activities and accomplishments during the internship. This will help you when writing your paper (see Paper Guidelines).

6. The IB Major Advisor will send an Evaluation form to your supervisor during the last two weeks of the semester in which you interned. Your supervisor should complete the evaluation and return it directly to the IB Major Advisor as soon as possible. You should not be involved in the distribution or collection of the evaluation form.
7. Unless otherwise arranged, you will receive a grade of Incomplete (I) for the semester you interned, but this will ultimately change to S or U as a result of your supervisor's evaluation and final paper grade.
8. Your paper must be submitted no later than two weeks before the last day of classes in the semester *following* your work experience. **DO NOT E-MAIL OR FAX YOUR PAPER.** Hand it in to the IB Major Advisor personally or mail it (UGA, Terry College, Int'l Business Programs, 265 A/B Brooks Hall, Athens GA 30602).
9. The Associate Dean for Academic Programs will assign a final grade of S or U based upon your paper and your supervisor's evaluation. The new grade will be submitted to the Registrar and replace the Incomplete (I) grade you received during the semester you interned. Please allow time for the change of grade to be posted.

### **Paper Guidelines**

The key to a satisfactory internship paper is a successful internship experience. It is your responsibility to make sure your internship experience amounts to its fullest potential—the more you seek to do for your company or organization, the more experience you will have to write about. Ask your supervisor to provide you with a varied experience, such as projects to work on, meetings to attend, etc. Keep a daily journal while working on your internship, documenting your activities, successes and failures. **Your paper should not be a diary**, but rather an informed perspective on the experience in the context of your business studies and goals.

The internship paper should be approximately 2,500 words, typed and double-spaced. While the topic and the approach you take will depend on your experience, your thoughts should be clearly organized and articulated. Consider the following outline:

- I. Objectively describe the company for which you worked. Talk about its goals, organization and where your job fit in.
- II. Objectively describe what you did for the company. Break the job you completed into categories, such as computer tasks, research, creative work, etc.
- III. Constructively criticize the internship from your point of view (amount of work assigned, complexity, variety, etc.) and from the company's point of view (ability level, quality of work, reliability, etc.); and/or evaluate the relevance of the internship to your intended occupation.
- IV. Discuss what courses, if any, proved especially useful to you in your internship. Consider what training/course work would have been useful to have completed before the internship.