



## College of Business Student Internship for Academic Credit Policy

### 1. Purpose

The purpose of this policy is to establish guidelines for the recruitment, selection, training, supervision, and evaluation of college student interns. This policy aims to ensure that internships are meaningful and beneficial to both the intern and the organization, providing practical experience and professional development opportunities.

### 2. Definitions

- **Intern:** A student enrolled in a college or university who is undertaking a temporary position with the organization to gain supervised practical experience.
- **Internship Supervisor:** An employee responsible for overseeing the intern's activities, providing guidance, and evaluating performance.

### 3. Eligibility

To be eligible for an internship, a student must:

- Be currently enrolled at TAMUC
- Be accepted in the College of Business
- Be in good standing at A&M-Commerce and in good standing in the College of Business.
- Have completed a minimum of 12 semester credit hours at A&M-Commerce
- Be enrolled in a minimum of 6 credit hours (excluding summer term)
- Secure an internship with a minimum of 140 work hours during the fall/spring semesters. or 96 work hours during the summer
- Maintain an overall GPA of 2.5 or above
- Internship must show clear alignment with a student's degree program
- Receive approval for their internship site by Career Services and the Department Head
- Be supervised and evaluated by internship site manager
- Be approved to work at least 3 months with a minimum of 140 hours in the fall and spring for eight weeks or 90 hours in mini semesters and summer for 60 hours
- Be responsible for completing projects assigned by intern site supervisor

### 4. Using Current Employer as Internship Site

- The student must be acquiring significant new skills or knowledge related to the academic field of study.

- The student must be developing a recently learned skill or applying recently learned knowledge related to the academic field of study.
- The student must be receiving increased levels of responsibility and /or expanded duties within the company or organization and these responsibilities or duties must be related to the academic field of study.  
Must add details on internship agreement paperwork process for approval to show clear alignment with a student's degree.

### Using Current Employer as Internship Site- Student Worker Positions

The internship cannot be a student worker position or any campus-based role typically designated for students who are compensated through Financial Aid.

**\*It is the intent of this guideline to provide students with the option of receiving academic credit through an Internship experience that is linked to their present part-time or full-time job. The student must secure pre-approval from the employer in writing stating the employer's willingness to support, plan and sign a formal contract with student intern and College. The basic premise supporting this guideline is the College's intent to provide a quality Internship experience which enhances the student's academic knowledge, professional preparation and personal development while providing a reasonable degree of flexibility for students already employed in jobs closely related to their chosen field of study.**

Note: If the student is enrolled in an accounting program (masters or undergraduate), and wishes to receive credit for the internship from the State Board of Public Accountancy towards their educational requirements to sit for the CPA exam, the internship should NOT be completed at a current employer as they discourage this practice and may not be accepted.

### 5. Internship Agreement

Before starting the internship, the intern and the organization will sign an internship agreement outlining:

- The start and end dates of the internship. (Spring, Summer, May Mini, August Mini, Fall, Winter Mini) (Dates based off of academic calendar).
- The expected hours of work per week.
- The specific duties and responsibilities of the intern.
- Compensation (if applicable), including stipends, hourly wages, or academic credit.
- Confidentiality and non-disclosure agreements, if necessary.

### 6. Training

- Interns can receive training before starting their internship with Forage.com.

<https://www.theforage.com/>

- Specific training relevant to the intern's role and responsibilities will be provided to ensure they can perform their tasks effectively.

## **7. Supervision and Mentorship**

- Each intern will be assigned an Internship Supervisor who will provide regular guidance and feedback.
- Supervisors will hold regular check-in meetings with interns to discuss progress, address any concerns, and provide support.

## **8. Performance Evaluation**

- Interns will receive regular feedback on their performance from their Internship Supervisor for Midterm and Final evaluations
- A formal evaluation will be conducted at the midpoint and conclusion of the internship.
- Interns will have the opportunity to provide feedback on their experience and suggest improvements for the internship program.

## **9. Compensation and Benefits**

- Compensation for internships (if applicable) will be outlined in the internship agreement.
- Interns may be eligible for academic credit, as determined by their educational institution.
- Any additional benefits, such as transportation allowances or access to company resources, will be specified in the internship agreement.

## **10. Professional Conduct**

- Interns are expected to adhere to the organization's code of conduct and professional standards.

## **11. Termination**

- If a student decides to terminate the internship this matter will need to be discussed with Career Services, Faculty of Record and the Department Head.

## **12. Confidentiality**

- Interns may have access to confidential and proprietary information. They are required to maintain confidentiality and not disclose any such information to unauthorized parties during and after the internship.

### **13. Exit Process**

- Upon completion of the internship, interns will participate in an exit survey that required for their final grade to provide feedback on their experience.
- Interns must return all organizational property, including identification badges, documents, and equipment, before their departure.

### **14. Policy Review**

- This policy will be reviewed annually and updated as necessary to ensure it remains relevant and effective.