Welcome to the DePaul University Management Internship Program. We are pleased to have you consider the internship phase a very unique opportunity for job enrichment/job enlargement, as well as an elective course (MGT 793) toward the attainment of your degree here at DePaul University. Should you be employed - part or full time - the internship can enhance your opportunity to gain further experience, advancement and an excellent contribution to your current and future resumes. Internships are viewed most favorably by employers as a measure of motivational effort by the student/employee. Should you currently be unemployed, positions are available as a result of many local corporations seeking DePaul interns.

The Management Department internship is available all quarters - Fall/Winter/Spring/Summer.

ADVANTAGES OF INTERNSHIPS...

- Gain valuable work experience in the world of work
- Earn money to assist/defray academic and living expenses
- Build a more impressive resume for further job opportunities and career development
- Apply your discipline study/knowledge at your work position
- Earn credit hours toward your graduation requirements

ACADEMIC REQUIREMENTS...

- An acceptable GPA (Discussed with Program Coordinator)

INTERNSHIP REQUIREMENTS

Work Requirement The student should work for the company for a minimum of 10 hours per week for 10 weeks, under the sponsorship of a supervisor at the company site.

Resume Development A resume is required. If the student does not have one, he/she will be assisted in developing one.

Objective Development It is required that the learning objectives be related to course content of Department of Management courses. It is anticipated that this process will foster the University Undergraduate Learning Goals Of: Articulate Communication; Capacity to Work Toward Accomplishing Goals Both Independently and Cooperatively; Critical and Creative Thinking, and Self-Reflection/Life Skills.

Journal It is expected that students keep a journal, noting daily activities, how these activities impact on the student's ethical and value frameworks, and on his/her personal and professional development.

Student Self-Evaluation The student will be required to do on-going self-evaluation.

Supervisor Evaluation The supervisor will conduct a mid term and final evaluation in the format provided. Additionally, the supervisor will be encouraged to give on-going verbal feedback.

Note: If you are applying for a paid internship position, you will be required to demonstrate to your internship site that you are authorized to work in the US. Students who have questions about whether or not they are authorized to work in the US should contact the Office of International Students and Scholars at 312.362.8376 or oiss@depaul.edu.

For additional information: Helen LaVan, Program Coordinator
Room 7037 (312-362-8539)
e-mail: hlavan@depaul.edu
Internship - Permit to Register

Grade Point Average? (GPA)___________
Quarter
☐ Fall       ☐ Spring
☐ Winter     ☐ Summer
Student ID Number_______________________
Print full name __________________________________________________________
          Last                     First                  Middle
Date Issued_________________   Student Signature_____________________________________
          Month   Day   Year
Address_____________________________________ Telephone__________________________
          Street                     City      State      Zip        Area Code
E-mail______________________________________________________

Course No. ☐ ☐ ☐ Dept. No. ☐ ☐ Section No. ☐ ☐ ☐ ☐ Credit Hours

___________Hourly rate of pay

_____________________________ Academic Area

_____________________________ Work Experience Title

_____________________________ Internship Faculty Advisor Signature

_____________________________ Company Supervisor

_____________________________ Company Name

_____________________________ Company Address

_____________________________ Company Telephone
Internship Basic Application

GENERAL INFORMATION
(please print)

Term: □ Fall □ Winter □ Spring □ Summer

Name

Address

City/State/Zip

Home Phone Number

Student ID □ Male □ Female

Academic Year in School GPA

Other College(s) Attended

Credit Hours Transferred to DePaul □ Transcript Received

Equal Employment Opportunity Survey: Check all which apply
(Your response is voluntary but encouraged)

1. □ Asian or Pacific Island
2. □ Native American
3. □ Black, Non-Hispanic
4. □ Hispanic
5. □ White, Non-Hispanic
6. □ Non-Resident Alien
7. □ Disabled
8. □ Returning Adult

Projected date of graduation

Projected quarter of internship

Referred by

Faculty advisor_________________________ Section No. □ □ □

Note: If you are applying for a paid internship position, you will be required to demonstrate to your internship site that you are authorized to work in the US. Students who have questions about whether or not they are authorized to work in the US should contact the Office of International Students and Scholars at 312.362.8376 or oiss@depaul.edu.

WORK EXPERIENCE:

Company Name and Address

Duties You Perform

Dates Employed From To

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Career Information

Program of study at DePaul University?

What are your career goals?

What type of work experience would you want and why?

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

EXPECTATIONS

The internship site will designate a supervisor to supervise, direct, evaluate and discipline the student. The supervisor will promptly notify DePaul of any concerns or problems regarding the student or the placement.

The internship site represents that it is in compliance with all applicable laws during the internship, including, but not limited to laws related to workplace discrimination and workplace safety. The internship also agrees to comply with all laws and DePaul policies regarding student privacy and confidentiality, including the Family Educational Rights and Privacy Act (FERPA).

The internship site understands the internship is learning situation. If the student is not otherwise an employee at the internship site he/she shall neither be compensated for his/her participation in the internship, not covered by the site's Worker's Compensation, social security, or unemployment compensation programs. If the student is otherwise an employee of the site, the site assumes full and sole responsibility for the payment of any wages, state and federal income tax, unemployment insurance, social security, disability insurance and other applicable employee withholdings which may apply. The student's work as an intern shall not at any time replace or substitute for any employee nor shall the student perform any of the duties normally performed by an employee at the site as part of the internship except as such duties as are a part of the student's training and are performed by the student under the direct supervision of the assigned supervisor.

Student______________________________________ Site Supervisor______________________________________

Faculty Supervisor_____________________________
Internship Work Experience Training Agreement

(Please Print)

Date

Employer (Company Name)

Address

City/State/Zip

Supervisor

Title

Phone

List at least three measurable learning objectives, related to management, which can be evaluated at the end of the quarter.

1. What
   How
   By What Date
   How Measured

2. What
   How
   By What Date
   How Measured

3. What
   How
   By What Date
   How Measured

4. What
   How
   By What Date
   How Measured

The student is an employee of the employer and as such the employee shall be supervised, directed, evaluated and disciplined by the supervisor designated by the employer. The student (employee) shall be paid an agreed upon wage or rate of pay subject to withholding deductions and shall be covered by workers compensation.

Student Signature

Employer Supervisor’s Signature

Faculty Internship Signature
Internship Journal

Name___________________________________________ Employer_________________________________ 
Address_________________________________________ Supervisor_________________________________
Home Telephone__________________________________ Address___________________________________
Course No. □□□ Dept. No. □□ Section No. □□□ Telephone_________________________________
Job Title_______________________________________________________________________________________
Job Description__________________________________________________________________________________

Keep a journal, noting daily activities, how these activities impact on the student’s ethical and value frameworks, and on his/her personal and professional development. Use additional sheets if necessary. Use the following format.

Week 1

Number of Hours Worked

Week 2
Internship Student Self Evaluation

Student: __________________________________________  Student ID: ___________________
(Last)                               (First)                 (Middle)

Company Name: _________________________________  Job Title______________________________

_________________________________________________________________________________________________
(Name of Supervisor)       (Title)

Job Description:____________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
__________________________________________________________
(Use additional sheet if necessary)

Describe the positive and negative aspects of your internship experience:
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
(Use additional sheet if necessary)

How would you rate the overall quality of your internship experience?  (Check on)
Excellent_____   Very Good_____   Good_____   Average_____   Below Average_____   Poor_____   Very Poor_____   

How do you feel this training assignment has helped or hindered you, specifically in:
a) Understanding your field of interest?________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

b) Relating your academic studies to your internship experience? __________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

c) Your individual growth as a person?________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Student's Signature:__________________________________________       Date:______________________

Faculty Internship Advisor Signature:___________________________ Date:______________________

Faculty Internship Advisor Comments:___________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
(Use additional sheet if necessary)
Internship Employer’s Evaluation of Student

Name________________________________________  Student ID_____________________________________
Work Period___________________________________  Assignment___________________________________
Employer_____________________________________

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

RELATIONSHIP WITH OTHERS
☐ Exceptionally well-accepted
☐ Works well with others
☐ Gets along satisfactorily
☐ Has some difficulty working with others
☐ Work poorly with others

ABILITY TO LEARN
☐ Learns very quickly
☐ Learns readily
☐ Average in learning
☐ Rather slow to learn
☐ Very slow to learn

DEPENDABILITY
☐ Completely dependable
☐ Above average in dependability
☐ Usually dependable
☐ Sometimes neglectful or careless
☐ Unreliable

JUDGMENT
☐ Exceptionally mature
☐ Above average in making decisions
☐ Usually makes the right decision
☐ Often uses poor judgment
☐ Consistently uses bad judgment

ATTITUDE/APPLICATION TO WORK
☐ Outstanding in enthusiasm
☐ Very interested and industrious
☐ Average in diligence and interest
☐ Somewhat indifferent
☐ Definitely not interested

QUALITY OF WORK
☐ Excellent
☐ Very good
☐ Average
☐ Below average
☐ Very poor

COMMENTS:___________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________

ATTENDANCE: ☐ Regular  ☐ Irregular  PUNCTUALITY: ☐ Regular  ☐ Irregular

OVERALL PERFORMANCE: ☐ Outstanding  ☐ Very good  ☐ Average  ☐ Marginal  ☐ Unsatisfactory
What traits may help or hinder the student’s advancement? _____________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________

(Use other side if necessary)

Types of work assignments completed, how student met objectives stated on Training Agreement:_____________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________

(Use other side if necessary)

This report has been discussed with the Student. ☐ Yes  ☐ No

Signed:_______________________________________________  Date:________________________________
(Supervisor)
Addendum to Internship On Continuous Improvement

Course No. □□□ Department No. □□ Section No. □□ □

Name_____________________________________ Student ID_______________________________________
Work Period_________________________________ Assignment_______________________________________
Employer___________________________________________________________

**Paper**  The main purpose of this paper is to demonstrate that the student has learned from the internship to such an extent that he/she is able to reflect on the experience and make useful managerial recommendations for continuous improvement. This paper should take the format of a consultant’s report. The paper should be approximately 4,000 words and should be in the following format:

1. Executive summary.
2. Summary of the challenges or opportunities presented.
3. Description of work done.
4. Summary of results of work done.
5. Recommendations for Continuous Improvement.
6. Ethical challenges and how you overcame them

The student is encouraged to use a variety of sources in the development of this paper, including interviews, company documents, journal articles, books, electronic databases and reliable Internet sites. Graphs and charts will enhance this paper.