

Entrepreneurial Internship Handbook

If you have questions about the Internship Program, please contact:

Mrs. Diane Denslow
Coggin College of Business
Building 42, Room 3303
University of North Florida
1 UNF Drive
Jacksonville, FL 32224-2675

904-620-1381 (phone)

904-620-2782 (fax)

ddenslow@unf.edu

This handbook contains the following forms:

- Internship Checklist
- Instructions for Students Seeking an Entrepreneurial Internship
- Entrepreneurial Internship Clearance Request
- Request for Approval to Register for the Entrepreneurial Internship Course
- Five Learning Objectives
- Student Contract
- Mid-Semester Time Sheet
- End-of-Semester Time Sheet
- Employer's Evaluation of Entrepreneurial Intern
- Student's Evaluation of Internship Experience

INTERNSHIP CHECKLIST

This page is to help the student to track his/her progress in meeting internship deadlines. See the following pages for a complete description of each activity.

TASKS	DEADLINES
1. Ensure that you meet the requirements for enrolling in the Entrepreneurial Internship course and create a high-quality resume. Meet with Career Management Center staff to improve your resume and make necessary changes. Meet with the Internship Coordinator to receive approval of your resume.	3 months before internship begins
2. Obtain approval by your academic advisor on the Entrepreneurial Internship Clearance Request Form.	3 months before internship begins
3. Arrange your internship, including duties; hours; amount, form and timing of payment; and supervisor. Obtain a signed letter on company letterhead from the supervisor stating these facts.	One week before registration begins
4. Complete the following forms and submit to the Internship Coordinator, along with the letter from the firm (see step 3). <ul style="list-style-type: none"> • Request for Approval to Register for Internship Form • Student Contract Form • Five Learning Objectives Form 	One week before registration begins
5. The Internship Coordinator will determine whether your internship meets program requirements. If it does, UNF will give you permission to register for the Entrepreneurial Internship course.	1 st day of registration
6. Register for the Entrepreneurial Internship course.	During your normal registration time
7. Submit the Mid-Semester Time Sheet to the Internship Coordinator and attend the mid-semester internship seminar.	End of 7 th week of classes
8. A weekly journal and mid-term report are also required.	End of 7 th week of classes
9. Complete the End-of-Semester Time Sheet.	End of last week of classes
10. Have supervisor complete the Employer's Evaluation Form.	Beginning of last week of classes
11. Turn in the journal and a 6-10 page written paper, Student's Evaluation Form, and End-of-Semester Time Sheet to the Internship Coordinator.	End of last week of classes
12. Internship Coordinator must have received the completed the Employer's Evaluation Form.	First day of finals

INSTRUCTIONS FOR STUDENTS SEEKING AN ENTREPRENEURIAL INTERNSHIP

You may obtain a copy of this document and all other internship information and forms from the Department of Management during regular business hours.

Note that items below correspond to items 1-12 in the Internship Checklist. All forms discussed in these items appear below in this handbook.

If you have questions, call the Internship Coordinator, Mrs. Diane Denslow, at 620-1381 to discuss them or to schedule an appointment (see page 1 for additional contact information for Mrs. Denslow).

1. The first step in preparing for your internship is to ensure that you meet the requirements for enrolling in the Entrepreneurial Internship course and create a high-quality resume.
 - a. To enroll in the Entrepreneurial Internship course, you are required to:
 - be a junior or senior in the Coggin College of Business
 - minor in Entrepreneurship*
 - be in good academic standing (not on academic probation or suspension)
 - have a grade point average of 2.50 or higher
 - complete the following courses with grades of C or better:
 - FIN 4461 Financial Statement Analysis**
 - GEB3154 Entrepreneurial Marketing**

** Minor requirement is waived for the Fall 2007 term.*
*** For the Fall 2007 term, students may be able to substitute other courses for the prerequisites. The student would need to contact Diane Denslow ddenslow@unf.edu to review their courses. If acceptable, she will send an e-mail request the Management Department Chair, for the student to be allowed to enroll in the course.*

 - b. The best time to do your internship is during your second-to-last semester. Waiting until your final semester can put you at risk of not finding an internship. Moreover, having an internship during your final term will decrease the amount of time that you can devote to your job search.
 - c. Draft your resume and meet with the Career Management Center staff to improve your resume and make necessary changes. Meet with the Internship Coordinator to receive approval of your resume.
2. Obtain approval by your academic advisor on the Entrepreneurial Internship Clearance Request Form.
3. Arrange your internship.
 - a. There are two ways to arrange an internship:
 - Find an internship on your own
 - Work with the Coordinator or the Career Management Center to set up an internship.
(The Coordinator can assist with finding an internship as she has met with various entrepreneurs who are interested in providing an internship.)
 - b. Obtain the Internship Coordinator's approval of the selected internship.
To be approved, an internship must consist of the following:
 - at least 180 supervised hours
 - a variety of Entrepreneurial learning experiences
 - opportunity to observe the business practices of successful entrepreneurs
 - agreement by the company to do the following
 - certify the required number of hours you work and the tasks that you perform
 - sign a weekly time sheet
 - complete an evaluation of your internship and discuss it with you
 - accept a one-time visit during the semester from the Coordinator
 - It will be a paid internship

- c. Obtain a letter on company letterhead signed by the supervisor that explains the details of the internship.
4. Once you have arranged an appropriate internship, you must
 - a. Complete the form "Request for Approval to Register for the Entrepreneurial Internship Course"
 - b. Complete the form "Five Learning Objectives"
 - Must be developed in consultation with your employment supervisor and signed by him/her
 - Be sure to retain a second copy of the learning objectives for you to use in the preparation of your midterm and final report.
 - c. Complete the "Student Contract" form and take any required actions that it mandates.
 - d. Submit these forms and the supervisor's letter on company letterhead to the Internship Coordinator no later than one week prior to the beginning of the UNF registration period.
5. The Coordinator will then determine whether your internship meets program requirements.
 - a. If your internship meets the program requirements, then UNF will give you permission to register for the Entrepreneurial Internship course before the beginning of the registration period.
 - b. If your internship does not meet program requirements, then the Coordinator will notify you of that decision and the reasons for it.
 - c. Regular communication with the Coordinator throughout your internship search should ensure that you find an approved internship once registration begins.
6. Register for the Entrepreneurial Internship course. To receive credit for an internship, you must actually register for the internship course just as you would for any other course. Do not forget to pay for the course.
7. Once your internship begins, you will have to ensure that several reports and forms are submitted to the Coordinator on time. The first of these is the Mid-Semester Time Sheet. Your supervisor should fill out and sign this sheet at the end of each internship week. At the end of the 7th week, you must submit this completed form to the Coordinator. You must also attend the mid-semester internship seminar.
8. A mid-term report will be required. Students will keep a weekly journal to record their activities, observations, what they have learned, challenges faced, and any progress toward reaching the objectives of the internship. The journal will be useful to write both the mid-term and final report.

FOR THE MID-TERM REPORT:

 - Explain your progress toward each of the objectives, or identify those factors that prevented you from doing so.
 - What have you learned so far in your internship?

FORMATTING REQUIREMENTS ARE:

 - word-processed with twelve-point font and one-inch margins
 - double-spaced, with page numbers
 - five (5) to six (6) pages in length
 - conforming to formal report writing style
 - correct use of grammar, spelling, and sentence construction
 - stapled in the top, left-hand corner.
9. During the second half of the internship, your supervisor should fill out and sign the End-of-Semester Time Sheet at the end of each week.
10. At the beginning of the last week of classes, your supervisor must
 - a. complete the Employer's Evaluation Form.
 - b. discuss your evaluation with you
 - c. indicate that he/she has done so on the form
 - d. mail or fax the form back to the Coordinator (address is on the form) so that the Coordinator receives it no later than the first day of final exam week (or by the last day of class in a summer term).

11. You must write a final paper describing the internship experience and complete the Student's Evaluation Form. You must discuss both with your supervisor. Submit to the Internship Coordinator no later than the last week of classes.

FOR THE FINAL PAPER:

1. For each of your original Five Learning Objectives, your paper must either:
 - Explain how you accomplished the objectives, or identify those factors that prevented you from doing so.
 - Indicate what you have learned from the experience.
 - Describe business practices that you observed.
 - Describe challenges of owning a business.
 - Describe knowledge, skills, abilities that are necessary to be successful.
2. Formatting requirements are
 - word-processed with twelve-point font and one-inch margins
 - double-spaced, with page numbers
 - six (6) to ten (10) pages in length
 - conforming to formal report writing style
 - correct use of grammar, spelling, and sentence construction
 - stapled in the top, left-hand corner
3. **Each** page of this report must be signed by your supervisor indicating he/she has read and reviewed your report.
4. The Internship coordinator will grade your paper as if it were a project for your employer in a position you received after graduation.

FOR THE EVALUATION:

1. Fill in the form completely.
2. Discuss it with your supervisor.

12. The Coordinator must receive the Employer's Evaluation form by the first day of finals week (or the last day of classes for a summer term internship).

GRADING

Internship grading is pass/fail. A passing grade requires ALL of the following:

- a. the student meets all deadlines, as described in the checklist. It is the student's responsibility to know and meet all requirements and deadlines.
- b. the supervisor rates the student in the median category or higher in the following areas:
 - i. relations with others
 - ii. judgment
 - iii. ability to learn
 - iv. attitude
 - v. dependability
 - vi. quality of work
 - vii. knowledge of an entrepreneurial business
- c. the supervisor rates the student as satisfactory in both attendance and punctuality
- d. the supervisor rates the student's overall evaluation as average or better

Failure to meet any of the above requirements will result in a failing grade for the internship.

Students who need additional information or assistance should contact:

Mrs. Diane Denslow, Internship Coordinator
University of North Florida
Coggin College of Business, Room 3303
1 UNF Drive
Jacksonville, FL 32224-2675
904-620-1381
904-620-2782 (fax)
ddenslow@unf.edu

ENTREPRENEURIAL INTERNSHIP CLEARANCE REQUEST

Semester for which Internship is requested: _____

Name of Requesting Student: _____

N Number: _____

The Entrepreneurial Internship may be used to fulfill course requirements as an Upper Division Business Elective only. It may not be substituted for a required College or Major Course.

The Coggin College of Business Student Services Advisor must certify that the above named student meets all of the Internship prerequisites listed below by initialing in the blank beside the listed requirements and signing and dating at the bottom of the page.

_____ Internship course will be used to fulfill an Upper Division Business Elective

_____ Senior Standing

_____ Minimum of a 2.5 Upper Division GPA

Successfully completed each the following courses with a C or better:

_____ Administrative Management, MAN 3025

_____ Principles of Marketing MAR 3023

_____ Financial Management FIN 3403

And the following two required courses with a C or better:

_____ Entrepreneurial Marketing GEB 3154

_____ Financial Statement Analysis FIN 4461

Advisor's Signature: _____ Date: _____

**REQUEST FOR APPROVAL TO REGISTER
FOR THE ENTREPRENEURIAL INTERNSHIP COURSE**

Semester/Year: _____ N Number: _____

Student's Name: _____ Major: _____

Address: _____

Email: _____ Phone: _____

Internship Employer: _____

Employer Address: _____

Employer Phone & Fax: _____ Employer Email: _____

Position Supervisor: _____ Supervisor Phone: _____

Start Date: _____ Pay Rate: _____

Internship Title: _____ Work Phone: _____

Overall GPA: _____

Have you completed all of the internship requirements (see checklist)? Yes No

Brief description of duties (attach a separate page, if desired):

INTERN ACKNOWLEDGEMENT

- Retain a copy of this form.
- If the internship is approved, UNF will give the student permission to register before the beginning of registration. The student must still register for the course during the regular registration period. If the internship is not approved, the student will be notified by mail at the above address.

IF THE STUDENT FAILS TO MEET ALL DEADLINES SPECIFIED IN THE ENTREPRENEURIAL INTERNSHIP HANDBOOK, THE STUDENT WILL FAIL THE COURSE. STUDENTS ELECTING TO DROP OR WITHDRAW FROM THE COURSE MUST COMPLETE THE NECESSARY FORMS.

I understand and agree to comply with the internship requirements as outlined in the Internship Handbook.

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Internship Coordinator: _____
Diane Denslow

Date: _____

FIVE LEARNING OBJECTIVES

Name: _____

Instructions: List five specific goals that you will achieve during your internship.

1.

2.

3.

4.

5.

Supervisor's Signature: _____

Date: _____

STUDENT CONTRACT

After I have accepted a position:

1. I will STOP all negotiations for other internships and will inform all other companies who contact me that I am already committed to an internship position. I will cancel all other internship interviews immediately. I may ask those companies to consider me for positions that begin **after** I fulfill my commitment to the position I have already accepted.
2. I agree to abide by good ethical standards and practices regarding by actions both on campus and at my internship.
3. The employer, not the University, establishes the work schedule and the length of the internship employment. I agree to adhere to them.
4. All students are responsible for their own safety at all times during their participation in the internship program. I agree to evaluate carefully any potentially dangerous or high-risk environments, locations, or assignments and will exercise good judgment concerning my well being when determining their responses to such situations. The University does not expect any student to accept positions or work assignments that pose unreasonable risk or harm, and accepts no responsibility for any harm resulting from participation in the internship.
5. By initialing at the right, I certify that I have received my Internship Handbook and that I am responsible for understanding what is contained in the Handbook.

Note: If you have difficulty reading, understanding, or signing this document, please inform your academic advisor so that appropriate assistance may be provided.

Intern's Name: _____ Date: _____

EMPLOYER'S EVALUATION OF THE ENTREPRENEURIAL INTERN

Please complete and mail to the Internship Coordinator at the address at the bottom of this page one week prior to the end of the semester.

Intern's Name: _____ Internship Dates: _____

Employing Firm: _____ Evaluator's Title: _____

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

RELATIONS WITH OTHERS <input type="checkbox"/> Exceptionally well accepted <input type="checkbox"/> Works with others <input type="checkbox"/> Gets along satisfactorily <input type="checkbox"/> Has some difficulty working with others <input type="checkbox"/> Works poorly with others	ATTITUDE -- Application to Work <input type="checkbox"/> Outstanding enthusiasm <input type="checkbox"/> Very interested and industrious <input type="checkbox"/> Average in diligence and interest <input type="checkbox"/> Somewhat indifferent <input type="checkbox"/> Definitely not interested
JUDGMENT <input type="checkbox"/> Exceptionally mature <input type="checkbox"/> Above average in making decisions <input type="checkbox"/> Often uses poor judgment <input type="checkbox"/> Consistently uses bad judgment	DEPENDABILITY <input type="checkbox"/> Completely dependable <input type="checkbox"/> Usually dependable <input type="checkbox"/> Above average in dependability <input type="checkbox"/> Sometimes neglectful or careless
ABILITY TO LEARN <input type="checkbox"/> Learns very quickly <input type="checkbox"/> Learns readily <input type="checkbox"/> Average in learning <input type="checkbox"/> Rather slow to learn <input type="checkbox"/> Very slow to learn	QUALITY OF WORK <input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Very poor

ATTENDANCE: Satisfactory Unsatisfactory

PUNCTUALITY: Satisfactory Unsatisfactory

OVERALL PERFORMANCE: Outstanding Very Good Average Marginal Poor

OTHER COMMENTS: Please use other side or a separate page.

Supervisor's Name: _____

Supervisor's Signature: _____

Date: _____

This report has been discussed with student: Yes No

Please mail this completed form to:

Mrs. Diane Denslow
 Internship Coordinator
 University of North Florida
 Department of Management
 1 UNF Drive
 Jacksonville, FL 32224
 (904) 620-1381

STUDENT'S EVALUATION OF THE INTERNSHIP EXPERIENCE

Please complete and return with your final report.

Fall Spring Summer Year: _____

Fill in all blank lines with complete information.

<p>PERSONAL INFORMATION</p> <p>Name: _____</p> <p>Work Title: _____</p> <p>Major: _____</p> <p>Expected Graduation: _____</p>	<p>EMPLOYMENT INFORMATION</p> <p>Employer: _____</p> <p>Supervisor: _____</p> <p>Supervisor's Title: _____</p> <p>Phone: _____</p>		
EXPERIENCE EVALUATION	YES, ALWAYS	USUALLY	SOMETIMES
Did this position provide you with experience that will apply to your career?			
Did you receive adequate training for your duties?			
Were you given challenging responsibilities?			
Were other employees receptive to having you there?			
Were you satisfied with this internship experience?			
Do you feel this work experience was a valuable part of your overall education?			
Rate your overall experience this semester:	<i>Outstanding</i> → <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 ← <i>Poor</i>		
What are your major complaints about this position?			
What did you like most about this position?			
Other comments? (Use other side if necessary.)			
Have you discussed this report with your supervisor(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you attached the required paper to this report? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Signed: _____	Date: _____		