

International Business Internship Handbook

If you have questions about the International Business Internship Program, please contact

Mr. Fred Pragasam
International Business Program Internship Coordinator
Coggin College of Business , Room 3304
University of North Florida
1 Alumni Drive
Jacksonville, FL. 32224-2675

904-620-1382 (phone)
904-620-2782 (fax)
fpragasa@unf.edu

or visit the international Business Program Internship website at

www.unf.edu/coba/intbus

This Handbook contains the following forms

- Fifteen Item Checklist
- Instructions for Students Seeking an International Business Internship
- Internship Application Clearance request
- **REQUEST FOR APPROVAL TO REGISTER FOR GEB 3361/MAR4943**
- Objectives and Goals Form
- Student Information Sheet
- Student Contract
- Mid-Semester Time Sheet
- End-of-Semester Time Sheet
- Employer's Evaluation of International Business Intern Form
- Intern's Evaluation of Internship Experience Form

Fifteen Item 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.

	<u>Due Dates</u>
1. Draft your resume	1 month before internship search begins
2. Meet with the Internship Coordinator to improve your resume, make necessary changes, and receive approval of your resume from the coordinator.	1 month before internship search begins
3. Obtain application clearance request form signed by your student advisor.	2 months prior to internship
You may not be able to register for Policy class unless you have completed or are in the process of completing internship.	
4. 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
5. Complete "Request for Approval to Register for GEB 3361/MAR 4943 form, Student Contract form, and "Five Learning Objectives" form and submit them to the International Business Internship Coordinator <i>with the letter from the firm.</i>	One week before registration begins
6. UNF gives you permission to register for the IBP internship course (GEB 3361/MAR 4943)	1 st day of registration
7. You register for GEB 3361/MAR 4943	During your normal registration time
8. Complete "Mid-semester Time Sheet"	End of 7 th week
9. Submit "Mid-semester Time Sheet" to International Business Internship Coordinator and attend the mid-semester internship seminar. Submit a mid-semester report on the progress of internship. Report will be 3- 4 pages and will summarize activities so far to achieve your goals	End of 7 th week of classes
10. Complete end of semester time sheet.	End of last week of classes

- | | |
|---|-----------------------------------|
| 11. Have supervisor complete “Employer Evaluation.” | Beginning of last week of classes |
| 12. Complete 5-10 page written paper and “Student’s Semester Report and Evaluation” form | End of last week of classes |
| 13. Attend final session for presentation. | To be determined |
| 14. Submit 5-8 page written paper, end of semester time sheet, and “Student’s Semester Report and Evaluation” form to International Business Internship Coordinator | End of last week of classes |
| 15. International Business Internship Coordinator must have received the completed “Employer Evaluation” form. | First day of finals |

Instructions for Students Seeking an International Business Internship

You may obtain a copy of this document from the Department of Management during regular business hours. You can also find all relevant information on the Internship page of the IBP website (www.unf.edu/coba/intlbus).

Note that items 1-15 below correspond to items 1-15 in the Fifteen Item Checklist. All forms discussed in these items appear below in this Handbook.

If you have questions, call the Marketing Internship Coordinator (IBIC), Mr. Fred Pragasam, at 620-1382 to discuss them or to schedule an appointment (see below for additional contact information for Mr. Pragasam).

1. The first step in preparing for your internship is to ensure that you meet the requirements for enrolling in the course. The requirements are that you:
 - a. are a junior or senior majoring in International Business
 - b. are in good academic standing (not on academic probation or suspension)
 - c. have a grade point average of 2.00 or higher
 - d. have completed at least two (2) of the following courses with grades of C or better:
 - i. ECO 3703 International Trade
 - ii. FIN 4604 International Finance
 - iii. MAN 4600 Management of International Business
 - iv. MAR 4156 International Marketing
 - e. 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.
 - f. You may not be able to register for MAN 4720(policy) unless you have completed or are in the process of completing internship.
 - g. Obtain approval from student advisor (application clearance request).

2. Next, you must create a high-quality resume. To do this,
 - a. Use the resume resources available in the library or on the IBP internship website (www.unf.edu/coba/intlbus/internships.htm) to draft a good resume. You can also meet with the UNF Career Development Center staff (one of whom holds office hours in the College of Business Administration's Office of Student Services) for help.
 - b. Take your drafted resume to the International Business Internship Coordinator (IBIC) for his approval. If changes are required, you must make them and obtain the Coordinator's approval at least 1 month before your internship search begins.

3. Now you can arrange your internship.
 - a. There are two ways of doing this
 - i. Find an internship on your own
 - ii. Work with the Coordinator to set up an internship

- b. In either case, you must ultimately have the internship approved by the IBIC
 - c. To be approved, an internship must consist of the following:
 - i. at least a commitment of 180 *supervised* hours – we recommend maximum of 25 hours per week to be spread through the semester
 - ii. a variety of international business learning experiences
 - iii. exposure to the international aspects of the company's operation
 - iv. if you are applying for MAR 4943 – a significant assignment should be in international marketing projects and activities
 - v. agreement by the company to do the following
 - 1. certify the required number of hours you work and the tasks that you perform
 - 2. sign a weekly time sheet
 - 3. complete an evaluation of the intern and discuss the evaluation with the intern
 - 4. accept a one-time visit during the semester from the IBIC
 - vi. a letter on company letterhead signed by the supervisor that explains the details of the internship
 - d. You may NOT receive internship credit for the job that you are currently doing.
 - ii. You must have your internship arranged at least one (1) week prior to the beginning of the UNF registration period.
4. Once you have arranged an appropriate internship, you must
- a. Complete the form entitled, "Request for Approval to Register for GEB 3361/MAR 4943"
 - b. Complete the form entitled, "Five Learning Objectives," which must be
 - i. developed in consultation with your employment supervisor
 - ii. signed by him or herBe sure to retain a second copy of the learning objectives for you to use in the preparation of your 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 Coordinator no later than one (1) week prior to the beginning of the UNF registration period.
5. The IBIC 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 International Business Internship course, GEB 3361/MAR 4943, before the beginning of the registration period.
 - b. If your internship does not meet program requirement, then the IBIC will notify you of that decision and the reasons for it. The IBIC will use the contact information you provide on the "Request for Approval to Register for GEB 3361/MAR 4943 form to contact you, so be sure to keep the IBIC informed of any changes that occur.

- c. Regular communication with the IBIC throughout your internship search should ensure that you are not stuck with a non-approved internship once registration begins.
6. To receive credit for IBP internship, you must actually register for GEB 3361/MAR 4943 just as you would for any other course. Don't forget to pay for the course, too. Students may use only one international business internship in his/her Program of Study.
7. Once your internship begins, you will have to ensure that several reports And forms are submitted to the IBIC on time. The first of these is the "Mid-Semester Time Sheet."
8. At the end of the 7th week, you must submit this completed form to the IBIC. **You must also attend the mid-semester internship seminar and submit a 3-4 page mid-term report.**
9. Your supervisor should fill out and sign "End-of-Semester Time Sheet" at The end of each week during the second half of the internship.
10. At the beginning of the last week of classes, your supervisor must
 - A. completes the "Employer Evaluation of International Business Intern" 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 IBIC (address is on the form) so that the IBIC receives it no later than the first day of final exam week (or by the last day of class in a summer term)
 - e. **You must attend final session and must be prepared to make a presentation**
11. You must write final paper describing the internship experience and complete the "Student's Semester Report and Evaluation." You must discuss both with your supervisor.
 - a. For the paper
 - i. For each of your original Five Objectives and Goals, your paper must either
 1. explain how you accomplished the objective, or
 2. identify those factors that prevented you from doing so
 - ii. Formatting requirements are
 1. word-processed with twelve-point font and one-inch margins
 2. double-spaced, with page numbers
 3. five (5) to ten (10) pages in length
 4. .
 - iii. *Each page* of this report must be signed by your supervisor indicating he/she has read and reviewed your report.
 - iv. The IBIC will grade your paper as if it were a project for your employer in a position you received after graduation.

- b. For the “Student’s Semester Report and Evaluation”
 - i. Fill in the form completely
 - ii. Discuss it with your supervisor
12. Submit the following to the IBIC during the final session:
- a. your final paper
 - b. your “Student’s Semester Report and Evaluation”
 - c. your final time sheet to confirm that you have completed 180 hours
13. The IBIC must receive the “Employer Evaluation” form by the first day of finals week (or the last day of classes for a summer term internship).
14. Internship grading is pass/fail. A passing grade requires ALL of the following:
- a. the student meets all deadlines, as described in the “Thirteen Step Checklist.” It is the student’s responsibility to know and meet all requirements and deadlines
 - b.
 - 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:

Mr. Fred Pragasam
International Internship Coordinator
University of North Florida
College of Business Administration, Room 3226
1 UNF Drive
Jacksonville, FL 32224-2675

904-620-1382
904-620-2782 (fax)
fpragasa@unf.edu

Coggin College of Business Administration
International Business Internship Application Clearance Request
(GEB 3361 or MAR 4943)

Semester for which Internship is requested: _____

Name of Requesting Student: _____

Student Number: N_____

Student e-mail address: _____

The International Business Internship may be used to fulfill course requirements as an International Business Major. International Marketing internship may be substituted for a Marketing elective only for those who are registered for dual Majors (Marketing and International Business).

The CCOB 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.

_____ International Business Major or Dual Major (International Business and Marketing)

_____ Internship course will be used to fulfill International Business requirement or can be used as a Marketing elective for dual major (IB and Marketing)

_____ Junior or senior standing

_____ Minimum of a 2.0 **Upper Division** GPA

Successfully completed **two** of the following courses with a C or better:

_____ ECO 3703 (International Trade)

_____ FIN 4604 (International Finance)

_____ MAN 4600 (Management of International Business)

_____ MAR 4156 (International Marketing)

You must have completed or are in the process of completing your internship prior to register for MAN 4720 – Business Policy.

Advisor's signature: _____ Date: _____

REQUEST FOR APPROVAL TO REGISTER FOR GEB 3361/MAR 4943

SEMESTER:

YEAR:

STUDENT'S NAME:

MAJOR:

N Number-----

ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

INTERNSHIP EMPLOYER:

EMPLOYER ADDRESS:

EMPLOYER PHONE AND FAX:

EMPLOYER EMAIL ADDRESS:

POSITION SUPERVISOR:

SUPERVISOR PHONE:

START DATE:

PAY RATE:

INTERNSHIP TITLE:

WORK PHONE:

OVERALL GPA

HAVE YOU COMPLETED ALL OF THE INTERNSHIP REQUIREMENTS (SEE CHECKLIST)?

BRIEF DESCRIPTION OF DUTIES (attach a separate page, if desired):

INTERN ACKNOWLEDGEMENT

- Retain a copy of this form.
- If the internship is approved, the UNF will give the student permission to register for GEB 3361/MAR 4943 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 MARKETING 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: _____

Fred Pragasam
International Internship Coordinator

Date

NAME:

FIVE LEARNING OBJECTIVES

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 International Business Intern

Please complete and mail to the International Business 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 ON THE INTERN OR INTERNSHIP PROGRAM

Supervisor's Name: _____

Supervisor's signature: _____ Date: _____

This report has been discussed with student: Yes No

Please mail this completed form to:

Mr. Fred Pragasam
 International Business Internship Coordinator
 University of North Florida
 Department of Management, Marketing and Logistics
 1 UNF Drive.
 Jacksonville, FL 32224
 904-620-1382

Intern's Evaluation of Internship Experience

Please complete and return with your final report.

Semester _____ Year _____

FILL IN ALL BLANK LINES WITH COMPLETE INFORMATION

Personal Information Name _____ Work title _____ Major _____ Expected date of graduation _____	Employment Information Employer _____ Supervisor _____ Supervisor's title _____ Phone _____		
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 (5 = outstanding, 1 = poor) 5 4 3 2 1 (circle one)			
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)? ____ YES ____ NO			
Have you attached the required paper to this report? ____ YES ____ NO			
SIGNED: _____		DATE: _____	

