

**SYLLABUS:**  
**SCHOOL OF BUSINESS INTERNSHIPS**  
**(Including ACCOUNTING for Credit)**

**BUSINESS INTERNSHIPS**

**ADVANCED BUSINESS INTERNSHIPS**

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**Office hours:** By appointment or per scheduled semester hours

**I. ACADEMIC CREDIT**

1. Each internship can earn from one to six credits, depending upon duties, responsibilities, length of internship, and total hours worked. No more than a total of six (6) credits may be granted for Business Internships during a student's career at St. Bonaventure. Up to three (3) credits may be used as a **major** elective requirement (**except Accounting**) or as an accounting minor if approved by the Department Chair. Of course, the internship may be used to satisfy up to six (6) credits of general business electives. **MARKETING & MANAGEMENT MAJORS ARE REQUIRED TO FULFILL ONE 3 CREDIT INTERNSHIP IN ORDER TO GRADUATE.** Students should officially register for the internship during the semester in which they are **completing** the internship requirements.
2. Interns must work approximately 50 hours for **each** academic credit. Thus, a student must work at least 150 hours for three (3) internship credits and at least 300 hours for six (6) credits. Interns may receive academic credit whether they are compensated for their internship performance or not.
3. Internships may be taken during the academic semesters or during the summer months.

**II. OBJECTIVE**

The objective of the Business Internship Program is to provide students with a practical business world working environment, which is essential for a more complete understanding of the application of business theories and procedures. For specific program goals, please see: [http://ms.sbu.edu/program\\_learning\\_goals.htm](http://ms.sbu.edu/program_learning_goals.htm)

**III. GRADING**

All School of Business Internships will be graded on a "**Pass/Fail**" basis. Thus, grades of "**P**" or "**F**" will be given. Students will be evaluated and given a passing grade based upon the substantial completion of the **procedures** listed below. **In addition the student's report MUST be of sufficient quality (at LEAST a "B" paper) in order for a passing grade to be assigned.**

**IV. PREREQUISITE**

1. Students wishing to participate in the internship program must be a:
  - a. Business major,
  - b. Business minor, or
  - c. Non-business major with at least six (6) hours of business courses.
2. In order to participate in an internship in a specific business area (Business Information Systems, Finance, Management Sciences, Marketing, Accounting minor), the student must have successfully completed **at least three (3) hours of introductory course work in that area.** Non-business majors must have successfully completed at least three (3) hours in the area of their internship.

**V. UNIVERSITY POLICY ON ACADEMIC HONESTY**

Academic dishonesty is inconsistent with the moral character expected of students in a University committed to the spiritual and intellectual growth of the whole person. It also subverts the academic process by distorting all measurements. It is a serious matter and will be dealt with accordingly. A list of unacceptable practices, penalties to be assigned, and procedures to be followed in prosecuting cases of alleged academic dishonesty may be found in the Student Handbook. Students should familiarize themselves with these very important provisions of the handbook.

**(OVER)**

## **VI. STUDENTS WITH DISABILITIES**

In accordance with University policy, students with disabilities who believe they may need accommodations in this course are encouraged to contact the Disability Support Services Office, Doyle Room 26 at 375-2065, as soon as possible. Documentation from this office is required before accommodations can be made.

## **VII. PROCEDURES**

1. Students are required to seek internships on their own and the Internship Coordinator will guide them in finding sources for those internships
2. Meetings between the Internship Coordinator and the intern candidate should take place **PRIOR** to the start of the internship to discuss job interviews, placement possibilities, qualifications, assignments, etc.
3. Students are required to attend a pre-internship Career and Professional Readiness Center Professional Orientation **PRIOR** to interning.
4. A letter indicating the duties and responsibilities of the student intern is required from the participating organizations **PRIOR** to the start of the internship and **BEFORE** the student may be registered for the internship. Internships will **NOT** be approved **AFTER** the fact.
5. Students are required to attend a **post**-internship Career and Professional Readiness Center Session.
6. Student will complete the assignment as described below.
7. Evaluation of the intern's performance is required from the participating organization at the conclusion of the internship experience. **The Internship Coordinator will obtain an evaluation form from the employer at the end of the internship.**

## **VIII. ASSIGNMENTS**

1. Students are expected to devote sufficient time to the internship to receive the desired credits; i.e., 50 working hours for **each** credit desired.
2. A written report (**typed, double-spaced, 1 inch margins, Times New Roman font size 12**) must be prepared and submitted by the student intern. The paper should be of sufficient length to properly document the breadth of the work performed and the credits earned. (Suggested length of paper would be 9-10 pages for 3 credits and 13-15 pages for 6 credit hours.) The written report should include the following information:
  - a. **BACKGROUND** – Briefly discuss the location, size, type of product, history, growth, philosophy, etc. of the organization you worked with during the internship.
  - b. **ORGANIZATION CHART** - Include an organization chart and show where **YOU** fit into the organization; if the company cannot provide one, please construct one.
  - c. **RESPONSIBILITIES** – Comment on your major duties and responsibilities, discussing the work you performed, other duties you were assigned, your performance, etc. **Be specific. Feel free to include samples of your work.**
  - d. **PROBLEMS** – Discuss any problems you may have encountered during the internship **and** how you dealt with them.
  - e. **COURSE RELEVANCE** - Discuss the relevance of the courses you have taken thus far to your internship; course relevancy does not have to be limited to just business courses, but should include business courses.
  - f. **INTERNSHIPS** – Comment on the internship program in general. Do you feel this is beneficial; should credit be granted for effort, etc.?
  - g. **BUSINESS PROGRAM** – Discuss how effectively you feel the business programs at St. Bonaventure have prepared you for a professional business career.
  - h. **OTHER** – Include any other comments that you feel are relevant.
3. **DUE DATES FOR THE REPORT:**

<u>INTERNSHIP TIME PERIOD</u>	<u>DUE DATE</u>
a. Summer	The first Friday <b>AFTER</b> school begins in the fall.
b. Fall	The Tuesday <b>BEFORE</b> Thanksgiving recess begins.
c. Winter Break	The first Friday <b>AFTER</b> school begins in the Spring
d. Spring	Two weeks <b>BEFORE</b> the last day of classes.

**The appropriate due date MUST be met or a “P” grade will NOT be granted.**