



VILLANOVA
UNIVERSITY

Villanova School of Business

ACADEMIC INTERNSHIP PROGRAM EMPLOYER GUIDELINES

GENERAL GUIDELINES

The Villanova School of Business (VSB), through its strategic plan, is committed to providing a world-class business education complemented by appropriate experiential learning through internships in the business community. Internships, whether completed for academic credit or not for credit, provide valuable insight into career interests, professional aspirations and personal values. These experiences present concrete opportunities for students to make tangible connections between classroom theory and practical application.

An academic internship is a pre-professional work experience, sufficiently rigorous to earn three credits, administered through the Clay Center and approved by a Faculty Chair of the sponsoring academic department.

APPROVAL PROCESS

For an internship to be approved for academic credit by VSB, the employer must provide the following to the Clay Center at VSB:

- 1) **Employer Information Form** (supplied by the Clay Center at VSB) – providing appropriate contact information and internship parameters
- 2) **Company Profile** – a one page document to include an overview of the organization, products/services offered, examples of clients etc.; this could include referral to company website for more information
- 3) **Internship Description** – to include the following information:
 - Specific responsibilities and duties required of the intern
 - Skills and competencies the intern will gain through the experience
 - Nature of the internship (project or task-based)
 - Roles and relationships that exist in the workplace
 - Professional development provided through the internship
 - Preferred qualifications, if appropriate (class year(s), major(s), minimum GPA, skills, etc.)
 - Compensation arrangements
 - Period of time(s) when internship is available (fall and/or spring semester, summer)

Company profile and internship description will be submitted to the Faculty Chair of the appropriate VSB academic area for credit approval; the Clay Center at VSB will notify employer of approval status.

VIRTUAL INTERNSHIP REQUIREMENTS

Employers offering virtual internships for academic credit will be required to answer the following questions:

- 1) Why is this position a virtual opportunity?
- 2) What skills and competencies will the intern gain through the experience?
- 3) How will the intern learn about roles and relationships that exist in the workplace?
- 4) What professional development will be provided through the internship?
- 5) What technology does the organization have in place to allow the student to work virtually?
- 6) Do other staff members in the organization work remotely?
- 7) How will students see/share in the results of their work?
- 8) What type of work will the student be doing?

INTERN'S ACADEMIC REQUIREMENTS

VSB students participating in an internship for academic credit must complete the following requirements:

- **Time** - For all business internships, completion of a minimum of 150 work hours is required. These hours can be completed over the course of a single academic semester or over a minimum 8 week summer period.
- **Learning Objectives** - Intern student will establish, in conjunction with Supervisor, 3-4 Learning Objectives as a means of focusing his/her CoOp experience. CoOp student will complete a Learning Objectives form (to be initialed by student and Supervisor) and submit it via Blackboard within the first two weeks of beginning the CoOp experience.
- **Daily Activity Log** - Intern student will maintain a Daily Activity Log in which he/she will record the dates worked, the number of hours completed, the nature of projects, tasks, responsibilities, etc., and the relationship of activities to the Learning Objectives. The Log will be initialed by the CoOp Supervisor on regular basis (i.e., once a week).
- **Final Paper** - Intern is required to complete a 10-12 page paper documenting:
 - Nature of the internship work (i.e., projects, assignments, responsibilities, etc.)
 - Process of meeting Learning Objectives
 - Relationship of internship experience to academic coursework
 - Insights gained in regard to industry, profession, leadership styles, etc.
 - Possible professional opportunities and impact on student's career interests
 - Appendices may be attached that are outputs of work completed during internship
- **Evaluation** - Intern will complete a Student Evaluation of the internship experience, including assessment of work load, quality of supervision, professional development and the overall quality of the internship experience.
- **Submission Deadlines** - Intern is required to submit Daily Activity Log, Final Paper and Student Evaluation to through Blackboard. Submission deadlines are as follows: fall internship: December 1, spring internship: May 1, summer internship: September 1).

SUPERVISOR'S RESPONSIBILITIES

The designated Internship Supervisor within the employing organization agrees to:

- Provide Intern with an overview of the organization and its industry, as well as its operation and management
- Assist Intern in identifying 3-4 Learning Objectives (within **the first 2 weeks of the internship**); guide Intern in focusing daily activities/projects on accomplishing established objectives
- Set clear performance expectations for Intern
- Provide regular supervision and act as a mentor to the Intern
- Monitor and initial Intern's Daily Activity Log on a weekly basis as a means of insuring the quality of the internship experience
- Respond to regular communication from the VSB Internship/CoOp Coordinator; notify VSB Internship/CoOp Coordinator, in a timely manner, if Intern performance issues arise
- Complete and submit Employer Evaluation to the Clay Center at VSB at conclusion of the semester during which student participates in the internship for academic credit.

The O'Donnell Center for Professional Development at VSB

Assistant Director for Internships/CoOps

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