

## **MBA 590- MASTERS OF BUSINESS ADMINISTRATION INTERNSHIP**

### **Boise State University**

#### **General:**

The internship (MBA 590) is designed to provide Masters of Business Administration students with high level practical, on-the-job experiences which can contribute to their academic and career development. The MBA Internship Director works with students and outside mentors to coordinate matching of students to learning opportunities. Students may choose from invitations from organizations that have contacted Boise State University or those they have identified and have had approved by the Director.

Since most graduate internship candidates are experienced professionals there may be considerable competition for interns. Most graduate internships are paid in consideration of the experience and education interns bring to the position. Students also may deem some organizations more desirable than others when considering an internship experience.

MBA students at BSU can receive up to three (3) elective credits toward their Masters of Business Administration degree through the successful completion of an internship.

#### **Criteria:**

Only learning experiences that are comparable to upper graduate elective courses will be considered for MBA 590 credit. Interns are expected to learn at a level that prepares them for professional employment requiring graduate education. Part-time work experiences do not usually provide acceptable learning experiences. Most successful graduate internships are organized around a specific project, such as developing a marketing plan, financial analysis, or a human resource policy. An internship should be a significant win-win experience for both a mentor and the student. The internship director will evaluate the learning potential of the proposed internship prior to acceptance of any internship.

#### **Student Requirements:**

All students must have successfully completed the core foundations courses related to the internship responsibilities. Before registering for the internship, students must complete the application form at the Career Center site, <http://career.boisestate.edu> with the mentor's signature, and submit the Career Center online internship workshop and quiz and a completed Statement of Objectives (Form A) which includes the mentor's and the student's signatures to the MBA Internship Director. Once Form A is received and approved, the internship director will sign the application form to register for the internship.

#### **Grading:**

About fifty hours of on-the-job experience is required for each credit hour granted. Upon completion of the work experience, the supervisor will evaluate the intern's performance using Form B, and the student will complete a final report. Both the report and the supervisor's evaluation must be submitted to the MBA Internship Director no later than the last day of normal classroom instruction for the academic period the student is registered in, or the student will receive an "incomplete" (I) mark on the semester grade report. Form B and the report will be evaluated and compared with the statement of objectives (Form A); the student will receive a Pass (P) grade for successful completion of the internship or a Fail (F) grade if unsuccessful.

### **Responsibilities—Student Intern:**

The student intern agrees to

1. be registered at Boise State University as an Internship/Cooperative Education student in good standing.
2. complete the internship during the dates specified unless special arrangements are made with the Cooperating Agency and the Boise State department professor evaluating the Internship.
3. comply with all Cooperating Agency policies and procedures.
4. work conscientiously under the direction of the supervisor assigned by the Cooperative Agency.
5. comply with the rules of confidentiality regarding all information and data of the Cooperating Agency.
6. report serious problems (including physical, safety and personnel) to the Cooperating Agency supervisor and the Boise State department professor evaluating the Internship.
7. complete all Boise State academic assignments and course work related to this internship as outlined by the applicable department.

### **Responsibilities—Boise State University:**

Department Internship Coordinator will

1. assume general responsibility for the pre-internship; orientation, academic instruction, advertisement and evaluation of the intern.
2. communicate and consult with the Cooperating Agency to facilitate the successful operation of the internship activity.
3. inform the Intern that he/she is subject to the general rules, policies, and procedures of the Cooperating Agency as such are provided to Boise State by the Cooperating Agency.
4. respond in a timely manner via the Department professor evaluating the internship to any complaints concerning the intern.
5. approve, in consultation with the Cooperating Agency, the Boise State students who will be placed in internship positions and the effective dates of work.
6. provide assistance to the Cooperating Agency in determining job assignments and work objectives.

### **Responsibilities—Cooperating Agency:**

The Cooperating Agency will

1. accept the primary responsibility for supervision and control of the intern at the work site.
2. accept a qualified intern without discrimination because of race, color, sex, creed, national origin, religion, age, or disability.
3. plan with the Boise State department professor evaluating the intern in selecting and implementing learning experiences for the intern in order to fulfill the objectives of the field instruction.
4. provide or assist the intern in developing a job description (internship objectives) and orient the intern to the cooperating agency.
5. take all reasonable and necessary precautions to provide safety for the intern including notification concerning any dangerous conditions or hazards to which he/she may become exposed.
6. assist Boise State in the evaluation of the Intern's work and give Boise State timely notification of any significant problems concerning any intern and the internship.
7. maintain the confidentiality of the intern's academic and personal records, and not transmit them to other parties not included in this Agreement without the express written permission of the intern.
8. designate a suitable qualified supervisor for each intern who will also serve as a liaison with the Boise State department professor evaluating the internship.