



UNDERGRADUATE INTERNSHIP COURSE GUIDE FOR THE **SCHOOL OF MANAGEMENT**

JOHN ROBERT I

SORRELL
COLLEGE OF BUSINESS
TROY UNIVERSITY™

CONTACT US

WITH QUESTIONS OR TO BEGIN
THE APPROVAL PROCESS FOR
AN INTERNSHIP COURSE

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The information provided in this document pertains to internship courses related to Undergraduate programs from the School of Management (BUS 4499, HRM 4499, MGT 4499).

These programs include:

- Management Major
- Business Administration Major – General Business concentration
- Global Business Major – General Business concentration
- Global Business Major – Human Resource Management concentration
- Global Business Major – Management concentration

Students in the following Minors may also be eligible:

- Global General Business
- Human Resource Management
- Management

INTERNSHIPS PROVIDE STUDENTS WITH THE OPPORTUNITY TO GAIN REAL-WORLD WORK EXPERIENCE IN THEIR FIELD OF STUDY.



IN THE 3 CREDIT-HOUR INTERNSHIP COURSE, STUDENTS GAIN PRACTICAL, PROFESSIONAL EXPERIENCE IN CONJUNCTION WITH ACADEMIC DEVELOPMENT UNDER THE SUPERVISION OF BOTH A FACULTY MEMBER AND A SUPERVISOR WITHIN AN ORGANIZATION.

- This course may not be substituted for any required course.
- This course typically satisfies an upper-level business elective.
- Junior or Senior standing is required.
- Internships that are already in progress or already completed are not eligible for consideration for this course.
- Students cannot be currently employed with the sponsoring organization.

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APPROVAL PROCESS FOR INTERNSHIP COURSE:

- A written request must be submitted to the School Director at least two weeks in advance of the semester or term in which the internship is to be undertaken. This request will include the job description for the internship and the name of the internship organization.
- If the internship appears to have an acceptable business focus, the student will complete a form providing more information about the internship.
- The internship supervisor will complete a form regarding the internship.
- If all forms are successfully submitted, and the internship meets the required criteria, the student will be enrolled in the appropriate internship course



INTERNSHIPS MUST MEET THE FOLLOWING CRITERIA:

- A minimum of 120 internship work hours that can be completed during the semester or term in which the student will take the internship course.
- An acceptable focus in business.
- A supervisor willing to complete an evaluation of the student's performance.
- Student's understanding that the internship course requires coursework relating to the internship experience. Coursework includes elements like activity logs, reflection papers, course paper, course presentation, and self-evaluations.



STUDENTS ARE ENCOURAGED TO FOLLOW OPPORTUNITIES

as advertised through Troy University Career Services and Handshake, through the Sorrell College of Business, and through the School of Management. Opportunities may also be identified by local organizations and company websites. A sample of organizations where our students have interned is provided below. The School of Management does not guarantee internship placement.

COMPANIES WHERE OUR STUDENTS HAVE COMPLETED INTERNSHIPS:



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