



## FOR-CREDIT INTERNSHIP PROCESS

*Fall 2013 Registration Due Date: September 9*

**Prerequisites:** All students who wish to register for a Kogod internship for credit must have completed:

- 12 credits in business
- The first 300-level core business class in the area of the internship (i.e., MKTG-300 Principles of Marketing would be the prerequisite 300-level course for a marketing internship.)

**Internship Criteria (set by the AU Academic Regulations):**

- Internships **MUST** be 12 weeks long no matter the number of credits. You must work 8-10 hours a week to receive 1-2 credits and 15-16 hours a week to receive 3 credits. You may not do an internship over fewer weeks, even if you are working more hours per week, as part of the internship is to be part of an office environment over the required period.
- For-credit internships must be in an office. No for-credit internships will be approved that are in a home office.
- Internships will be validated as substantive (less than 15% administrative work) and relevant by your Faculty Advisor.

**Steps to Registration:**

- Fill out page 3 and 4 of this internship packet.
- Obtain your Academic Advisor's signature verifying that you have your pre-requisites completed.
- Set up a meeting with the Faculty Advisor and bring the completed pages 3 and 4 of this internship packet to this meeting. (During the meeting you will discuss your internship and the associated assignments.)
- **International Students:** Please be sure to check the appropriate visa box and have your ISSS representative sign the form *before* meeting with your Academic Advisor.
- Bring your completed, signed paperwork to Kogod 106 for the final registration.

**Key Contacts:**

**Academic Advisors**

Schedule an appointment at [www.kogod.american.edu/advising](http://www.kogod.american.edu/advising)

Visit Kogod 106 or call 202-885-1914 for walk-in hours

Email [KSBAvising@american.edu](mailto:KSBAvising@american.edu)

**Faculty Advisors:**

Accounting:	Emily Lindsay, CPA, KSB 14, 202-885-1902
Entertainment:	John Simson, KSB 227, 202-885-6865
Finance:	Dr. Peter Chinloy, KSB 229, 202-885-1951
Information Systems:	Dr. Richard Gibson, KSB 24, 202-885-2735
International Business:	Bob Sicina, KSB 223, 202-885-1858
Management:	Dr. Barbara Bird, KSB 216, 202-885-1924
Marketing	Dr. Jack Swasy, KSB 23, 202-885-1974

**Locating an internship:**

For information on internships currently available, how to secure an internship, general internship resources and an overview on sites where Kogod students have done internships, please go to the Kogod CareerSource at [www.kogod.american.edu/kccd](http://www.kogod.american.edu/kccd) or schedule a meeting with a Career Management Advisor.



### Kogod School of Business Student Internship Program Guidelines

The Kogod School of Business believes in integrating the classroom with the world beyond. Internships provide students a unique opportunity to have a practical experience tied to academic learning. Each Kogod student is encouraged to participate in as many internship opportunities as possible. However, students may only earn up to a total of three (3) credits from internships.

Undergraduate students must have completed 12 credit hours in business, including their first 300 level course in the discipline of their internship. The credit earned in an internship course may be used only for a free business elective course, and may not replace a core or area of specialization course.

#### KSB Internship Objectives

To provide students with work experience that will enhance and complement their academic learning. Specific objectives include

- To apply academic learning to workplace practices.
- To practice and develop professional skills, such as oral, written, and interpersonal communications, use of technology and analytical tools, and working in teams, that will improve performance in subsequent courses and in future work assignments.
- To examine one's own attitudes toward work and toward the internship field and to consider which aspects of the field best match the student's interests.

The Kogod Internship is a team process. The team includes the student, an academic adviser, a faculty adviser, and a career adviser. Each team member has distinct responsibilities:

#### Student responsibilities:

- Identify internship opportunity, the discipline with which it is associated, and key goals to be accomplished through the internship experience.
- Complete pages 3 and 4 of this internship packet with required signatures and deliver to the Registrar's Office. Please allow 7 business days to complete the process of obtaining signatures.
- Set up meetings to discuss internship goals with the Faculty Advisor and curriculum requirements with the Academic Advisor.
- Obtain completed feedback forms from the employer and return them to the Faculty Advisor.

**Note to students:** Your academic responsibilities for an internship may vary across internship fields and/or across Faculty Advisors. These responsibilities often include keeping a weekly reflection journal, meeting regularly with your Faculty Advisor, compiling a portfolio of work completed, and preparing a comprehensive paper on some aspect of your internship experience. You must meet with your Faculty Advisor before the internship begins to discuss and agree upon the deliverables required for the internship.

#### Faculty Advisor responsibilities:

- Verify that the internship is substantial and provide final approval of the internship position.
- Meet with the student to discuss and agree upon the academic work product for the internship.
- Prepare a syllabus that details the learning objectives and other goals of the internship, the student's responsibilities, and the method of grading.
- Be available to meet with the student as scheduled or as needed to discuss the progress of the internship.

#### Career Management Advisor responsibilities:

- Assist students in finding internships and/or leveraging their internships in their job search

#### Academic Advisor responsibilities:

- Meet with student for verification of pre-requisite completion and credit allocation
- Act as information conduit to students, Faculty Advisors, Career Management Advisors, and other interested parties



AMERICAN UNIVERSITY  
WASHINGTON, D.C.

Student \_\_\_\_\_ AU ID# \_\_\_\_\_  
(Last) (First)

Phone \_\_\_\_\_ e-mail \_\_\_\_\_@\_\_\_\_\_

Local address \_\_\_\_\_  
Apt # Street City State Zipcode

Term:  Fall  Spring  Summer 20 \_\_\_\_ International student F-1 or J-1 visa Yes No

**Course Information** Course # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Credits \_\_\_\_\_  A-F  Pass/Fail

Faculty supervisor \_\_\_\_\_  
(Last) (First)

Internship Position Title \_\_\_\_\_

Job title and brief description of internship:

**Internship Information** Organization \_\_\_\_\_

Address \_\_\_\_\_  
Room/Suite # Street City State Zipcode

Site supervisor \_\_\_\_\_ Title \_\_\_\_\_  
(Last) (First)

Phone \_\_\_\_\_ fax \_\_\_\_\_ e-mail \_\_\_\_\_@\_\_\_\_\_

**Work Schedule** Inclusive dates from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours per week \_\_\_\_\_

Days each week (check all that apply)  M  T  W  Th  F  S  Su

Will any part of this Internship experience be outside of the US? [ ] YES [ ] NO Location: (city/country) \_\_\_\_\_  
If so, you are required to meet with the International Internship Advisor at the Career Center. Call 202-885-1804 for an appointment.

**Required Approvals:**

Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair or Dean \_\_\_\_\_ Date \_\_\_\_\_

International Internship Advisor \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_



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INTERNSHIP CONSENT AND RELEASE FORM

Student \_\_\_\_\_ AU ID# \_\_\_\_\_  
(PLEASE PRINT)

Course # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Term:  Fall  Spring  Summer 20\_\_\_\_

Organization \_\_\_\_\_ International student F-1 or J-1 visa  Yes \*  No

The following Agreement is designed to protect all participants in American University’s internship programs, including students, faculty members, American University and the agencies and individuals cooperating with the University. You, as the student, must sign this form, with parental or guardian approval if you are under the age of eighteen (18), to indicate agreement and permission to participate.

I understand that participation in this internship is entirely voluntary and that any such internship program involves some element of risk. I agree that in consideration of American University sponsoring this activity and permitting me to participate, I will indemnify, defend and hold harmless American University, its officers, agents, employees, successors and assigns from liability for any and all claims, demands, rights or causes of action, present or future, resulting from or arising out of any travel or activity conducted by or under the auspices of this internship program.

I understand that the University requires that all students be covered by appropriate accident and medical insurance and that the student be financially responsible for such expenses. My signature below verifies that I am covered by the required insurance.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.

**Required Signatures:**

Student \_\_\_\_\_ Date \_\_\_\_\_

If under age of 18  
Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_  
(PLEASE PRINT)

\* Note: International students in F-1 or J-1 visa status must obtain authorization from International Student Services (ISS) before registration for this internship will be accepted.

International Student Services (ISS) \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS TO STUDENTS**

Obtain all required approvals and submit this completed form to the Registrar’s Office along with a completed Internship Registration form.

OFFICE OF THE REGISTRAR  
202-885-2200 fax 202-885-1052