

BSAD 194 - Internship Proposal Form
School of Business Administration
University of Vermont

We have found that the success of an internship is related to the amount of advance planning devoted to the project. Thus, it is the student's responsibility to work closely with a full-time faculty member within the School of Business Administration to develop a thorough plan for undertaking and completing an internship and the corresponding research project. Naturally, this faculty member should have expertise in the area of research and also be willing to supervise the student during the time of the internship.

The amount of credit granted for a BSAD 194 Internship is variable depending on the scope of internship. Typically these internships are three credits, with a 3 credit internship involving 135 hours. Planning for the internship should be initiated in the semester *before* the internship takes place. In order to officially enroll in a BSAD 194 - Internship, you must obtain approval from your faculty supervisor as well as the Undergraduate Studies Committee (USC). The USC will meet twice per academic year to review plans for independent studies, early November of the fall semester and mid April of the spring semester. Your proposal must be approved by your faculty supervisor before it is presented to the USC for review. Proposals not approved may be revised and resubmitted if resubmission occurs in sufficient time for the USC to perform a second review prior to the end of the semester. Student Services will inform you of USC's decision and assist you in enrolling in the course.

Please provide the following information in an attached document:

1. Junior or Senior standing and completion of Lower Level, Basic Business Core courses.
2. Cumulative GPA of at least a 3.0.
3. A business field course in the area of the internship with a grade of at least a B. For example completion of BSAD 150 if a marketing internship is planned.
4. Description of internship and research topic to be investigated
5. Statement of justification indicating motivation to undertake the internship
6. Clear and complete list of internship responsibilities and research objectives.
7. Concise statement of the methods to be used to accomplish each objective
8. Description of evaluation and grading criteria including expected deliverables (e.g., papers, presentations, documentaries)
9. Names of any participating non-UVM organizations and your on site internship supervisor and an official letter of support.
10. Timetable including:
 - a. regular meetings between the student and supervising faculty member
 - b. completion dates for various stages of the project
 - c. completion dates for all deliverables
11. Annotated bibliography of preliminary resources to be consulted.

NOTE: It is the responsibility of the faculty supervisor to ensure that the approved proposal has been satisfactorily completed. Projects, along with faculty evaluations, must be retained by the faculty member and be available for review if necessary. Also, a copy (electronic if possible) of the completed project should be submitted to BSAD Student Services.

I. To be Completed by Student:

Name: _____ ID# _____

Local Address: _____ Phone: _____

Name and Address of Company:

I have read and understand the requirements of BSAD 194.

Signature

Date

II. On Site Internship Supervisor:

I have agreed for the above named student to work with me as an intern for the period _____ to _____.

Please print your name

Phone number

Title

E-mail

Signature

Date

III. Approval by Faculty Internship Advisor:

I have met with the above named student to discuss requirements for academic credit and I will be his/her Faculty Advisor.

Signature

Date

IV. Student Prerequisite Check to be completed by Student Services:

Student's Cumulative GPA is at least 3.0 _____
Student has earned grade of at least a B in the related Business Field course _____
Student has satisfactorily completed the Basic Business Core courses _____

Signature

Date

Undergraduate Studies Committee Chair

Date

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