Merrick School of Business
Student Guide to Internships

The MSB internship program is designed to augment classroom theory and to offer students opportunities to participate in carefully monitored, field-based learning experiences in organizations. The internship experience allows students to apply their education, gain experience in a particular field, and prepare for fulfilling careers.

What is an internship?
Internships are normally part-time positions where you work at least 120 hours over the course of the semester. While interning, you will gain valuable experience, can choose to obtain credit, and can even get paid.

An internship should be related to your academic and/or career interests. It should include meaningful tasks, with ample opportunity to perform in a variety of capacities and interact with a variety of employees. While it is possible that you may be assigned some mundane tasks, the majority of your work should demand a professional responsibility, integrating the accomplishment of a task with conscious educational growth.

What are the benefits of an internship?
• Gain work experience in a major field of study
• Learn about, and reflect on, your future career
• Strengthen your resume
• Build your professional network
• Position yourself for potential full-time hire
• Obtain upper level academic credit

What are the eligibility requirements?
• Junior or senior standing (sophomores in accounting with special permission)
• Minimum 3.0 GPA
• Completion of MGMT 330 and departmental prerequisites.
• Approval of your faculty internship advisor
• Transfer students need to have completed one semester at UB
• International students with an F-1 visa must be enrolled in a minimum of 12 credits and should receive approval from the International Services Office.

How do I earn academic credit?
The Merrick School of Business allows students to earn upper-level credits in a variety of disciplines (e.g., accounting, finance, real estate, management, computer information systems, and marketing). A minimum of 120 hours work is required to earn three credits. Generally a maximum of 3 credit hours may be applied toward degree requirements; however at the discretion of the department chair in your area of specialization 6 credit hours may be approved. Students are also required to complete MGMT 330 Personal and Professional Skills for Business (or obtain permission of the faculty advisor) prior to taking an internship.

Letter grades are given. Credit is not given for working per se but for attaining educational goals in an out-of-classroom environment. Your faculty internship advisor will evaluate and grade your internship learning through academic assignments, conferences with you, work-site performance, and input from your work-site supervisor. While assignments do vary by discipline, sample academic assignments may include:
• Guided journals
• Projects / work samples / portfolios
• Intern Performance Evaluation
• Integrative papers
• Work Supervisor’s evaluation
• Presentations to classes
What is the role of the faculty internship advisor?

Your faculty advisor is a full-time member of the Merrick School of Business who has the responsibility for overseeing your internship and learning experience. Your faculty advisor will:

- Help you develop a learning plan and set learning objectives.
- Consult with you to complete necessary registration forms.
- Supplement your on-site responsibilities with academic assignments suitable to enrich learning opportunities and enhance reflection.
- Discuss the basis of grading and the relationship between performance and reflection.
- Consult periodically with you throughout the internship to provide feedback. A minimum of 5 contacts is suggested, including the orientation and the final evaluation.
- Consult periodically with your work-site supervisor. A minimum of 3 contacts per semester is suggested. Contact early in the term is vital.
- Complete mid-term and final evaluations, assign final grade.

What is the role of my work-site supervisor?

Your employer supervisor is a professional who understands the objectives of an academic internship program. Your supervisor will:

- Consult with you in developing learning objectives.
- Provide on-the-job training for you.
- Offer frequent feedback about your performance.
- Provide a written evaluation of your performance.
- Consult with your faculty advisor regarding your progress.

How do I get started?

It is easy to get started. Meet with your academic internship advisor to discuss how an internship fits into your program plan of study and your career goals. To identify internship opportunities, consult with the faculty internship advisor in your area of specialization, use the resources of the UB Career Center, and leverage your own personal and professional network. Follow the steps below for the best results.

Step One: Complete your profile on UBworks.

If you have not already done so, log into UBworks and complete your profile. All students are assigned an UBworks account upon acceptance into UB. If you have forgotten ID and password please contact the Career Center at 410-837-5440 for assistance.

Step Two: Schedule an appointment with your faculty internship advisor.

Your faculty advisor will assist you with your internship search as well as outline course requirements and learning objectives. Schedule your appointment by contacting the faculty advisor directly. Arrive at your appointment with a hard copy of your resume (see suggested format). During your appointment, your advisor will review, provide feedback on and approve your resume. Your faculty advisor may have additional requirements at their discretion. Please see the following web page for a list of faculty advisors by area: [www.ubalt.edu/merrickinternships](http://www.ubalt.edu/merrickinternships).

Step Three: Apply to Positions

Students are responsible for finding their own internships. You are encouraged to consult with your faculty advisor, view the posting on UBworks or find your position through resources and contacts outside the university. You should check the UBworks database every two weeks for new opportunities. Through UBworks you can apply directly to companies by uploading and sending your approved resume. Remember to return all phone calls from employers, even if you decide you are no longer interested.
Step Four: Interview
Organizations will contact you directly for interviews. If you obtain an interview, please be sure to dress professionally, be on time, and be prepared for questions that will be posed to you. You are encouraged to schedule an appointment with UB’s Career Center to prepare for an interview. Please see the attached interviewing guidelines. After the interview, be sure to send a thank you note to the person with whom you interviewed.

Step Five: Register for academic credit
When you accept an internship position, you must immediately notify and make an appointment with your faculty advisor. In consultation with your advisor, you must complete the MSB Internship Agreement and Registration Form (see attached), which includes potential tasks, learning objectives, and academic assignments. Sufficient preparation time should be allowed to develop this internship form.

Your employer will also need to complete an Employer Agreement Form. In addition, the following information should be documented on the organization’s letterhead with a signature of a professional staff member who can verify the internship status:

- A complete and detailed position description.
- A commitment to employment dates that correspond to a full semester at UB
- Work schedule, including hours worked per week
- Supervisor’s contact information
- Salary information (if applicable)
- A signed Employer Agreement form.

Please see the attached documents:
- Internship Agreement and Registration Form
- Internship Employer Agreement
- Student Timekeeping Record
- Intern Performance Evaluation
Merrick School of Business  
Internship Agreement and Registration Form

To receive academic credit for an internship experience, students must complete this form with their faculty advisor. Once this form is completed and signed by all parties, the student will be granted permission to enroll in the course.

**Student / Course Information**

Student Name: ____________________________________________  Student ID: ____________________
Email: _________________________________________  Phone: ________________________
☐ Undergraduate  or  ☐ Graduate
Program and Specialization: ____________________________  GPA: _______________________
Semester: ______________________ Year: ________________  
Course Number: ______________________________________

**Internship Position Information**

Organization: ________________________________________  Position Title:  _______________________
Supervisor: _________________________________ Supervisor’s Email: _____________________________
Dates of Employment: _______________________ Supervisor’s Phone: _____________________________

**Learning Objectives:**

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

**Academic Assignments:**

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

**Required Signatures:**

Student:  _____________________________  Date: ________________
Faculty Advisor: _____________________________  Date: ______________
Dean’s Office Representative: _____________________________  Date: _______________
The University of Baltimore Merrick School of Business
Internship Employer Agreement

The Merrick School’s Internship Program is a collaboration between the university, the student, and the employer. As an employer, we ask that you work with us to provide each student with a quality work experience by adhering to the following guidelines:

The Merrick School Commitment: The Merrick School will:
• Designate a faculty advisor to work with the employer and the intern.
• Inform eligible students of internship opportunities.
• Refer qualified candidates without regard to race, color, sex, religion, national origin, lawful political affiliation, physical handicap, marital status, or age.
• Assist in the establishment and maintenance of credit-worthy experiences.
• Provide the employer with relevant information regarding the candidates, their academic progress, and any changes in status.
• Work collaboratively with the student supervisor throughout the student placement.
• Schedule at least one site-visit by the faculty advisor.

Employer Commitment: The employer will:
• Complete the Employer Internship Submission Form which provides a detailed description of the position.
• Select candidates referred by the University of Baltimore Merrick School of Business without regard to race, color, sex, religion, national origin, lawful political affiliation, physical handicap, marital status, or age.
• Assign a supervisor with whom the student will work closely. This person will serve as a primary point of contact for the student and the faculty internship advisor.
• Ensure a high quality work experience that is related to the student’s academic interest, enhances his/her classroom theory, and is a creditworthy experience (as approved by the Faculty Internship Advisor). No more than 25% of the student’s duties should be spent on administrative tasks (e.g. photocopying, errands, etc).
• Provide the student with an orientation to organizational policies, procedures, and utilization of resources, as well as position specific training.
• Provide consistent and appropriate feedback through informal and formal evaluations, such as a mid-placement review and end of the semester review, to the student and faculty advisor throughout the placement. A copy of the final Intern Performance Evaluation should be returned to the faculty advisor.
• Determine a work/school schedule that suits the needs of the employer and the academic requirements of the student.
• Notify the student’s faculty advisor prior to any adverse personnel actions.

Name of Intern __________________________________________________________

Employer: Organization: ____________________________ Location:  _______________________________

Supervisor: _________________________________________________________ (Print Name)

_______________________________________________________ (Signature)

Title: _____________________________________ Date: _____________________________________

Phone: ____________________________________ email: _____________________________________

Merrick School of Business

Faculty Advisor: ________________________________________________________ (Print Name)

______________________________________________________ (Signature)

Date: ______________________ Phone: ______________________ email: ______________________

Note: This document was adapted from The Shriver Center at the University of Maryland Baltimore County.
Merrick School of Business  
Student Timekeeping Record

It is important that you and your employer document your hours worked. Your faculty advisor may require this form and/or others. Please consult with your faculty advisor.

Name: _________________________________  Major:________________________________
Organization: ___________________________            Supervisor:____________________________
Telephone #: ____________________________           E-Mail: _______________________________

SEMESTER

- Fall
- Spring
- Summer

YEAR

20_____

<table>
<thead>
<tr>
<th>Week of:</th>
<th># of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week of:</th>
<th># of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL NUMBER OF HOURS WORKED AT PLACEMENT:

**Important: Students must complete a minimum of 120 hours per semester. Non-Paid interns should not exceed 150 hours per semester.

Date MSB Received: __________________
Initials: __________________________
This form should be completed by the employer at the conclusion of an internship. Internships are learning experiences for students. Therefore, it is to their advantage that you evaluate their performance in a way that will help them consider where their strengths and weaknesses truly lie. Return the completed evaluation to the student's faculty advisor. Please contact the faculty advisor if you have any questions regarding this form.

**Semester:** ____________  **Year:** _________________

**Student Intern:** ____________________________  **Position Title:** _______________________

**Organization:** ____________________________  **Supervisor’s Title:** _____________________

**Supervisor’s Name:** ________________________  **Supervisor’s Email:** ____________________

Did your student intern, complete at least 120 hours of service (8-10 hours per week)?

- [ ] Yes
- [ ] No: please explain: _________________________________________________________________
  
  ____________________________________________________________________________________

**Please rate your intern on the following factors:**

(5 – Outstanding, 4 – Good, 3 – Satisfactory, 2 – Poor, 1 – Inadequate, NA – unable to evaluate)

<table>
<thead>
<tr>
<th>Factor</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Productivity: meets deadlines and produces quality work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative: is a self-starter and asks for new challenges</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judgment: reaches logical decisions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attitude and Cooperation: is liked and respected by co-workers, and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>clients and customers if applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionalism: acts in a professional manner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependability: exhibits promptness and meets attendance expectations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication: effectively expresses ideas through oral and written</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>communication and follows instructions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity: shows creativity and originality on assignments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal Oriented: demonstrates an ability to achieve goals and persistence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>in overcoming obstacles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsive: accepts and uses constructive feedback and criticism</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Oriented: demonstrates knowledge of industry and business</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>issues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please answer questions 1-4.

1. What major accomplishment or contributions did the student achieve during the course of the internship?

2. What are the student’s strengths? What areas of the student’s work could be improved? How can this be accomplished?

3. What professional development plan would you recommend for the student (i.e., additional courses, skills or experience that would strengthen his or her career potential)?

4. In your estimation, is the student intern suited to pursue a career in the field?

5. Additional comments.

Overall Evaluation:
If you had a position available, would you hire this person?
- Yes
- No

Future Internship Opportunities:
When would you like to have another intern?
- Fall semester 20____  How many? _______
- Spring semester 20____  How many? _______
- Summer semester 20____  How many? _______

Please contact me directly, I have questions.

Note: This document was adapted from The Shriver Center at the University of Maryland Baltimore County