UNDERGRADUATE INTERNSHIPS IN THE SCHOOL OF BUSINESS

Internships in business involve three written components: 1) an ongoing journal of the week to week work experiences; 2) an overview paper describing what one has learned on that internship and how/why it was relevant to one’s previous coursework; and 3) an academic paper tying what they did on their job to the academic literature relevant to that topic.

The experience must have sufficient hands-on-learning to make the internship equivalent, in terms of knowledge learned, to a 3-hour advanced level undergraduate academic course. To be avoided at all costs are internships in which the student is used as a “gofer”, assigned clerical responsibilities, or asked to perform telemarketing tasks or cold-calling to search for prospects.

The potential employer sponsor must recognize that the important goal is to have a meaningful growth experience for the student involved, such that the student’s knowledge and job-related skills are both developed by his/her on-the-job experience. Internships that involve creativity and individual initiative are to be encouraged; those involving “grunt work” are not allowed.

The internship is regarded as a “contract” of the skills that will be developed by the student. It should also serve as the basis for a post-internship evaluation of the work experience, judging the degree to which the objectives initially specified were adhered to, and assessing whether or not the degree to which the specific job-related skills were actually developed by the student.

You can receive one, two, or three credits for your experience depending on your academic component & your 6 – 10 page double spaced journals due every two weeks to John S. Levato, Assistant Dean. The journals must be sent via email to: j.levato@albany.edu.

THE JOURNALS

Your 4-6 page double spaced journal due via email every two weeks must include the following information (use correct grammar, punctuation and spelling). Your journals will be reviewed for proper English usage as well as content.

Each journal submission must include the following:

1. What you did in that two-week period;
2. What you learned that applies to your business studies;
3. How what you did and learned was relevant to your future career/professional development;
4. What did you apply to the internship that you learned in your various business classes;
5. What writing and/or presentations (for and to whom, respectively) that you did.

Meaningful journals will give you one credit.

THE ACADEMIC COMPONENT

To receive 2 credits, you will be required, in addition to your journal, to submit an 15-page double-spaced paper on one of the topics prescribed by the department most closely related to your internship (FIN, MGT, MKT, MIS). The choice of topic is yours from the Departmental list that you will receive from J. Levato.

To receive 3 credits, you will be required, in addition to your journal, a 20 page double spaced on one of the topics prescribed by the department most closely related to your internship (FIN, MGT, MKT, MIS). The choice of topic is yours from the Departmental list that you will receive from J. Levato.
DUE DATES

1. Journals are due every 2 weeks;
2. The academic component paper is due on reading day in December for a Fall internship, or on Reading Day in May for a Spring internship, or Nov 11 for a Summer internship.

YOUR FINAL GRADE

Your journals and paper will be read by the internship committee, and by your academic sponsor who will be assigned to you by J. Levato. Your final grade will be determined on the basis of the QUALITY of your journals and the quality and content of your academic component. Proper English usage is required and you may be asked to rewrite or edit your academic component.