

Application and Approval Form - BUS01505 MBA Supervised Internship Course

# Summary Sheet

## Information to be Completed by Student

Semester: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_ CRN: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Information:

1. Student Name: \_\_\_\_\_
2. Rowan ID: \_\_\_\_\_
3. Local Postal Address: \_\_\_\_\_
4. Telephone Number: \_\_\_\_\_
5. Rowan E-Mail Address: \_\_\_\_\_
6. Student Type: ☐ Domestic ☐ International
7. MBA Type: ☐ General ☐ Accounting ☐ Finance  
☐ Management ☐ MIS Supply Chain and Logistical Systems
8. MBA Credit Hours Completed: \_\_\_\_\_
9. MBA Credit Hours Enrolled: \_\_\_\_\_
10. Cumulative MBA GPA \_\_\_\_\_

### Required Documents:

1. Completed Application and Approval Form
  - o Summary Sheet
  - o Signed Student Participation Form
  - o Signed Employer Participation Form
2. Current Resume
3. Detailed Job Description
4. Offer Letter for Job

### Intern Position Overview

1. Title of Internship Position: \_\_\_\_\_
2. Organization Name: \_\_\_\_\_
3. Brief Description of Organization: \_\_\_\_\_
4. Organization Postal Address: \_\_\_\_\_
5. Number of Employees: \_\_\_\_\_
6. Planned Start Date of Internship: \_\_\_\_\_
7. Planned End Date of Internship: \_\_\_\_\_
8. Planned Hours per Week: \_\_\_\_\_
9. Planned Hours Total: \_\_\_\_\_
10. Compensation: \_\_\_\_\_

### Immediate Supervisor

1. Name: \_\_\_\_\_
2. Title: \_\_\_\_\_
3. Email Address: \_\_\_\_\_
4. Phone Number: \_\_\_\_\_

## For RCB Administration and Faculty Use

### Office of Graduate Studies - Confirmation of Complete Package Received

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Faculty Approval for Enrollment in Course:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Faculty Approval for Satisfying MBA Requirement(s) for:

☐ General ☐ Accounting ☐ Finance ☐ Management ☐ MIS Supply Chain and Logistical Systems

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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# Student Responsibilities

### Action Items for Students

1. Review relevant materials to ensure you understand expectations and policies
  - a. Application and Approval Form for BUS 01505 MBA Supervised Internship Course
  - b. Course Syllabus
  - c. Course Grading Rubric
2. International students should consult with the International Center early in the process to be sure all visa-related requirements are in order and that there is sufficient time to process approvals within Rowan University and with appropriate US Government agencies.
3. Secure an internship with an organization.
  - a. Possible source include ProfsJobs, e-mail announcements, and/or personal network.
  - b. If you would like an initial screening to confirm that the position is appropriate for the MBA Supervised Internship Course, please send the course description to [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu).
4. Submit as one package (in PDF or hard copy) the Completed Application and Approval Form and support materials to [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu):
  - a. Completed Application and Approval Form
    - i. Summary Sheet
    - ii. Signed Student Participation Form
    - iii. Signed Employer Participation Form
  - b. Current Resume
  - c. Detailed Job Description
  - d. Offer Letter for Job
5. Getting Started in the Course
  - a. Upon confirmation of the Application being approved, you will be registered for the course.
  - b. Be sure to follow standard policies for tuition payment and add/drop deadlines as needed.
  - c. Sign-into Blackboard to obtain the course related information and materials.

### Policies and Expectations for Students

1. The minimum duration for internship is 150 hours.
2. There is a mandatory “professionalism” meeting with the Rohrer Center for Professional Development prior to the start of the internship.
3. The course utilizes Blackboard as a platform and there is no face-to-face meetings.
4. In addition to the 150 hours working in the internship, students should anticipate approximately 25-35 hours to complete all academic course requirements outlined in the syllabus.

### Student Agreement for Responsibilities: Action Items, Policies, and Expectations

1. I understand the duties required of the internship as identified in the job description.
2. I understand the action items for students noted above.
3. I understand the policies and expectations for students noted above.
4. I have reviewed the syllabus and grading rubric and understand what is expected of me in the course.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**EMPLOYER RESPONSIBILITIES**

1. Employers are expected to provide interns with a meaningful, career-related work experience. The job description in the application form has to reflect the quality of the experience the intern is expected to gain.
2. The duration of the internship is 150 hours. Company is expected to assist in maintaining a log of hours worked so that the student can submit it with periodic reports.
3. Internships may be paid or unpaid.
4. Employers are expected to provide students with sufficient supervision and guidance.
5. Work supervisor will brief internee about company rules and policies. It is particularly important to inform interns about policies pertaining to proprietary matters.
6. Complete the "Supervisor Evaluation" survey at the end of the term.
7. Allow telephone discussion and site visits, when necessary.
8. Communicate to instructor if there are any questions, concerns, or problems anytime during the semester.

*I have discussed with the above named student the requirements of his/her internship with us, and I approve of his/her participation in the Supervised Internship Program.*

**Signature of Company Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of the Office of Graduate Programs at Rohrer College of Business, we would like to thank you for participating in our MBA Supervised Internship Program. Your contribution is a valuable asset to the students' education and we appreciate your dedication and influence you have as they prepare for their career.