



The American University of Armenia

College of Business and Economics (CBE)

BA in Business Program

**BUS292 Internship
Guide and Requirements**

Academic Year 2015-2016

Introduction:

BUS292 Business Internship offered within the BA in Business program provides students with practical experience in professional settings, enabling them to apply the skills learned throughout the program. BUS292 is a 3 credit elective course that requires 150 hours of work over the length of a minimum of 10 weeks in the given semester. All prospective interns should have completed ten (10) Business courses before applying for the internship program. The internship program requires a final written report which will be supervised by a faculty supervisor.

Students are eligible to start the internship at the end of their sophomore year.

Although internships vary from organization to organization, some common characteristics include the following. An internship:

- Should be program related;
- Is a time limited experience; the duration may be extended under certain conditions;
- May be paid or non-paid by the hosting company; and
- Is different from a short-term job or volunteer work; it has a “learning agenda” in a structured, professional work environment.

Before the Internship Begins:

1. Applying for BUS 292

- Check academic eligibility;
- Identify internship opportunities;
- Apply for the internship; and
- Once accepted, register for BUS292 and make sure you are assigned a supervisor from the CBE faculty.

2. Applying for independent internship opportunities

- Check academic eligibility;
- Identify internship opportunities;
- Request for an academic statement.
- Apply for the internship;
- Once accepted, complete and submit the internship approval form for BA in Business Program Chair approval; and.
- After approval, register for BUS292 and make sure you are assigned a supervisor from the CBE faculty.

The internship approval form must be signed by the employer. The complete form must be submitted for the BA in Business Program Chair’s approval prior to the internship start date.

During the Internship

- Complete a minimum of 150 hours of internship (10 uninterrupted weeks). Working hours are coordinated by the internship supervisor.
- Perform assigned duties to the best of his/her ability
- Keep the employer and the internship coordinator informed about any changes

As the Internship Concludes

- Submit an internship final report by the deadline assigned by the supervisor from the CBE faculty. See Internship Report guidelines.

Forms:

- Internship scope template
- Student Evaluation Form
- Attendance time sheet

Academic Eligibility: All prospective interns should have completed ten (10) Business courses before applying for the internship program. If you are unsure whether or not you meet these requirements, be sure to meet with your academic adviser. If you are interested in applying for the university offered internship opportunities outside the BUS292 course framework, be sure to check that internship's availability with the internship program coordinator. Priority is given to those registered for the BUS 292.

Internship Opportunities: The BA in Business Program will regularly inform BAB junior students on internship openings that fulfill the Internship Program requirements. Students are also motivated to search and locate internship opportunities using their own networking skills.

Admission: Students interested in applying for the university offered internship opportunities should submit a cover letter and a CV to the internship program coordinator by the relevant deadline. The application materials will be reviewed by the interviewing committee to assess the applicant's academic preparation and motivation for pursuing internships, and the ability to handle the internship work environment in a professional manner. All shortlisted candidates will be contacted for an interview. Final acceptance is based on using the criteria mentioned above and on the availability of placement opportunities. Participation may be denied to an applicant who does not meet the above requirements or whose academic performance raises doubt whether he or she will succeed in an internship experience..

The admission process of the students applying for independent internship opportunities should be coordinated directly with the organization.

Academic Statement: The Academic Statement is a document that confirms you are a BA in Business Program student and recommends you as an intern at the organization you are interested in. Approach your internship program coordinator for the Academic Statement.

Internship Approval Form. Upon acceptance into the internship position (those applying for independent internship offerings), in cooperation with the internship supervisor (organization representative) interns should identify tasks and responsibilities to be performed during their internship experience (e.g. job description).

The internship approval form must fulfill the following requirements:

- description of job duties (short and detailed);
- desirable outcomes; and
- the number of hours the student will work, etc. , .

Consult with the internship program coordinator for the internship approval form.

The internship approval form must be signed by the employer. The completed form must be submitted for the BA in Business Program Chair's approval prior to the internship start date.

Faculty Supervisor: Besides the internship supervisor (organization representative), students are required to arrange for a CBE faculty member after the final acceptance into the internship program. The faculty supervisor will provide advisement and academic support during and at the completion of a student's internship. The internship final written report will be developed under the supervision of your faculty supervisor.

Once the faculty supervisor is identified, make sure your supervision is recognized by the BAB Administration.

Internship Compensation: Interns may be paid or volunteer. Wages and benefits should be discussed with the employer prior to beginning the internship. The internship is NOT considered a permanent employment opportunity. It is a short-term experience in which the intern receives training and builds skills in a specific field or career area. In some cases, internships can lead to permanent employment.