



COLLEGE OF BUSINESS
LAMAR UNIVERSITYTM
MBA

Guidelines for Receiving MBA Internship Credit

Internships are important for students to gain experience before starting or while completing their studies in the MBA program. They can be rewarding and can lead to exciting careers. Real world, practical experience can enrich an already top-notch curriculum.

Guidelines for approval

- Credit is not given for general work experience. It must be an internship- not a job.
- Duties and project descriptions will be provided by the employer.
- Students need a cumulative graduate GPA of 3.0 or higher
- Students must agree to work a minimum of 120 hours during the internship.
- The Internship must have a beginning, an end, and concrete professional development and goals.

BUSI 5360

To receive course credit for an internship, students must be enrolled in BUSI 5360. Submission of the following forms is the first step in the process of enrolling for BUSI 5360. MBA students can only use one enrollment in BUSI 5360 in their degree plan, however with the approval of the MBA Office and instructor, they may enroll in the course multiple times if they intend to do multiple internships. International students who enroll in BUSI 5360 must also simultaneously be enrolled in one face to face course. International students are not permitted to take the internship course as a stand-alone course.

Students will have an instructor of record for this course. The instructor's requirements include:

- Three assignments due at varying times throughout the semester
- Attendance at three class meetings during the semester
- The following items must be completed and submitted prior to the last class meeting:
 - Written Internship project report
 - Log of hours from the entire semester
 - Activities journal from the entire semester
 - Presentation of project to class
 - Supervisor's Evaluation (this will be emailed to the employer by the Career Center)
 - Student's Evaluation (this will be emailed to you by the Instructor)

Students should print all the attached forms (listed below). Students will complete some forms and their prospective employer will complete others. MBA students should submit these items to the MBA office at

least two weeks prior to the start of the internship. The MBA office and BUSI 5360 instructor will approve the internship and notify the student of their enrollment in the course.

Pre-Screening Form

Learning Agreement

Student Waiver of Liability

*If you are an international student, there are additional forms you will need to obtain from the International Student Services Office.

Process for internship approval:

- Student must have a 3.0 or higher GPA.
- Student reviews guidelines posted on MBA website.
- Student prints and completes forms obtaining employer signature where necessary.
- Student submits completed forms to MBA office.
- MBA office approves / denies internship.
If approved, MBA office verifies if internship will count in degree plan.
- Instructor of record approves internship.
- MBA office notifies student of approval and registers student in course.



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Learning Agreement Form

PLEASE BE SURE TO READ AND COMPLETE ALL PARTS OF THIS AGREEMENT

Student Name:

Organization:

Supervisor:

STUDENT OBLIGATIONS:

1. Student must meet with BUSI 5360 instructor once internship is secured.
2. Upon accepting an Internship, the student is expected to fulfill the work experience. This means completing all reports, projects, and proposals by the deadlines given by BUSI 5360 instructor
3. Student agrees to conduct business professionally during all phases of the internship.
4. Student should be covered by his/her own insurance or by Employer's Insurance.

EMPLOYER OBLIGATIONS:

1. Employer shall provide student with a full-time supervisor who will guide, mentor, monitor and advise the student throughout the Internship process.
2. Employer is to provide student with real "hands on" career- related work experience and give training sufficient enough so that the student has every opportunity to successfully perform his/her duties. Please do not expect student to perform minor tasks or tasks others wish to avoid.
3. Supervisor will be expected to complete a brief evaluation at the completion of the Internship, which will be used to determine the student's final grade.
4. Supervisor shall agree to serve as a role model and to contribute his/her experience, knowledge, and leadership abilities to provide student with an important practical learning experience.
5. Employer shall comply with all federal and state employment, safety, and civil rights laws applicable to the position.

BUSI 5360 INSTRUCTOR OBLIGATIONS:

1. Instructor shall monitor student's progress and assign a final grade for the Internship.
2. Instructor shall determine that student meets all eligible criteria and that the Internship opportunities properly supplement student's academic work.
3. Instructor shall allow adequate office time to meet with student for guidance on assignments and project.

Student Signature/Date: _____

Employer Signature/Date: _____

For use by the College of Business:

The student's internship request has been approved.

MBA Office

Signature

Date

Instructor of Record (BUSI 5360)

Signature

Date

Student has been registered for BUSI 5360

Initials

Date



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Internship Pre-Screening Form

PLEASE BE SURE TO READ AND COMPLETE ALL PARTS OF THIS AGREEMENT

PART I: STUDENT INFORMATION

Name:

Concentration:

Address:

Telephone:

Email:

GPA:

During which term and academic year will you be doing the internship?

During which term and academic year will you be enrolling in the course for academic credit?

PART II: EMPLOYER INFORMATION

Organization:

Address:

Direct Supervisor:

Title:

Email:

Phone:

PART III: JOB DESCRIPTION

Attach a copy of your job description that has been ***signed by your internship supervisor.***

PART IV: PROJECT DESCRIPTION

Attach a detailed description for the specific project you will be working on for this organization that has been ***signed by your internship supervisor.***

Student's Waiver of Liability

Lamar University does not provide health or liability insurance coverage for Internship Students. If health and/or liability insurance coverage are required by the participating business, it is the responsibility of the student to provide documentation of coverage.

I, _____, (student name) in consideration of being permitted to participate in this internship and recognizing the current educational and potential career value and professional experience that I will reap from it; on my own behalf and on behalf of my heirs and estate or any other person claiming through me, hereby voluntarily waive, release, and hold harmless Lamar University, the Texas State University System, their regents, employees, instructors, volunteers and agents [the released parties] from any loss, claim, liability, or damage arising out of the Internship Program. I intend this waiver to include any and all losses I may suffer including personal injury, property damage or death. **I voluntarily** intend this waiver to be broadly interpreted in favor of the released parties.

Further, I intend hereby to waive any and all claims I may have that result from the ordinary negligence of the Released Parties.

I fully understand that by signing this form, I am

- a) **giving up legal rights and/or remedies, that may be available to me for the ordinary negligence of Lamar University or any of the parties listed above;** and
- b) accepting and assuming all personal and property risks inherent to the activities of said course(s).

Student

Date

Employer's Waiver of Liability- for unpaid Internships

Lamar University does not provide health or liability insurance coverage for Internship Students. If health and/or liability insurance coverage are required by the participating business it is the responsibility of the students to provide documentation of coverage.

The Employer, _____ (business name), in consideration of being permitted to participate in this internship and recognizing the value that the business owner will reap from having access to an unpaid intern, providing their labor, will reap from it, hereby agrees not to sue Lamar University, the Texas State University System, their regents, employees, instructors, volunteers, and agents [the released parties] and to hold the Released Parties harmless and free from any loss, claim, liability, or damage arising out of the Internship Program pertaining to any and all actions undertaken by _____ (student name) while participating in the Internship. **Employer voluntarily waives any and all claims resulting from ordinary negligence,** on the part of Released Parties.

The Employer fully understands that by signing this form, the Employer is:

- a) **giving up legal rights and/or remedies, that may be available to the Employer for the ordinary negligence of Lamar University or any of the parties listed above;** and
- b) accepting and assuming all personal and property risks inherent to the activities of said course(s).

Authorized Signature of Employer

Date