

The LSBE Internship Course is designed to offer students an opportunity to earn upper division, major course elective credit for students participating in a pre- approved internship experience. The work performed in the internship must relate directly toward the student's major. Please provide the LSBE Internship Director the internship job description for review and potential approval. Email: [asoderbe@d.umn.edu](mailto:asoderbe@d.umn.edu)

### **Searching for internship sites:**

Students can potentially find an internship site on their own, however the LSBE Internship Program, faculty advisor, and campus resources also provide support to students searching for leads. Regardless, the internship experience is reviewed before a permission number is issued to the student to register for the course. Students must register for the internship course during the semester of the current internship experience. Credit cannot be obtained for prior experiences.

### **Course Fulfillment:**

Students complete the following during the internship course:

- Credits are determined based upon the number of hours scheduled with your internship site.
- Completion of the internship course assignments & contracts.
- All assignments and course instruction are delivered and submitted online.
- The LSBE Internship Director is available for an appointment and consultation.

### **Course Assignments:**

Students complete course assignments throughout the semester. Our course is graded A-F and points are deducted 20% a day for late assignments. Assignments are meant to compliment the internship experience and help the students relate their onsite learning to their major/s. The assignments are as follows:

- Internship Contract
- Online Participation Points (orientation, individual appointment, GoldPASS account work, etc.)
- Learning Objectives
- Online discussion topics
- Report #1
- Report#2
- Resume & Thank you
- Student Evaluation, Recorded log of hours, Activity Log Form
- Employer Evaluation

\*The yellow highlighted assignments involve your employer/ internship supervisor.

Termination of the internship by either party will automatically terminate the provisions of the internship agreement, the contact hours earned, and assignments associated with the course. Students faced with this situation should immediately consult with the LSBE Internship Director for guidance.

### **Course Assignment Rubric:**

A rubric is provided for each assignment so students can view how they are evaluated for each assignment.