



Stony Brook University College of Business

Undergraduate Student Internship (BUS 488) Proposal

As you might already know, undergraduate students may earn 0 to 3 credits for successfully completing an approved internship. For business majors, only a 3-credit internship will count toward the major. For successful completion of an approved internship of 50+ hours, students will earn 1 credit, 2 credits will be earned for internships of 100+ hours, and 3 credits will be earned for internships of 150+ hours. Performing an internship for zero credits negates the requirement to pay tuition for the internship. Those students following the SBC requirements (not the DEC requirements) may earn university EXP+ experiential credit toward their undergraduate degrees with BUS 488 regardless of whether the internship is performed for 0, 1, 2, or 3 credits.

For the College of Business to approve an internship, regardless of whether or not the internship is performed for credit, it is important for us to understand the intended and the actual learning experiences to which our students will be exposed and it is important that those learning experiences be adequate to warrant approval.

Most positions within an organization provide experiences far broader than do those described in the official job description. In addition to the skills attributed to the specific intern position, each functional area within an organization with which student interns will interact provides learning opportunities. For example, reading the employee handbook and then discussing it with a representative from HR or with the student intern's supervisor(s) provides an opportunity to learn about many HR functions. Being put through an interview process and then being briefed about how the process works and about the reasons for its design provides student interns an opportunity to learn about that HR function. Reading the strategic plan and then discussing it with an executive level manager provides student interns with an opportunity to learn about that aspect of leadership. There are many examples that would require numerous pages to list. Our point is that your employer knows what these specific learning opportunities can be within his or her organization; we do not. We need your help ... we need you to work with your employer to delineate them for us.

The following Undergraduate Student Internship (BUS 488) Proposal form is intended to supplement the official job description for the student intern. We understand that employers might not be able to comply fully with their initial intentions, and you might not enjoy each of these identified learning opportunities. However, we will use the information you provide us to assist in our evaluation of the learning potential of the internship. This form is available on the College of Business Internship website

<http://www.stonybrook.edu/commcms/business/career/student-internship-documents.html>.



Stony Brook University College of Business

Undergraduate Student Internship (BUS 488) Proposal

Please describe in as much detail as possible the anticipated internship activities and resulting student-learning outcomes in the following areas. This form is electronic; the text boxes will expand to accommodate the information you provide. This form is available on the College of Business Internship website <http://www.stonybrook.edu/commcms/business/career/student-internship-documents.html>.

Student Name & ID: _____ Internship Period: _____

Semester / Year _____ DEC SBC

Faculty Sponsor : _____ Credits: 0 Credits 1 Credit 2 Credits 3 Credits

Company Name: _____ Supervisor Name: _____

Supervisor Phone: _____ E-mail: _____

Leadership:

Type here and then print for signatures – do not print first and then handwrite entries

Marketing

Type here and then print for signatures – do not print first and then handwrite entries

Operations

Type here and then print for signatures – do not print first and then handwrite entries

Accounting

Type here and then print for signatures – do not print first and then handwrite entries

Finance

Type here and then print for signatures – do not print first and then handwrite entries

Other

Type here and then print for signatures – do not print first and then handwrite entries

Student Signature

Date

Career Center – Resume Review

Date



Stony Brook University
College of Business

Faculty Sponsor Signature

Date

Program Co-Coordinator

Date