

Internship Employer Guidelines

General Guidelines

The Villanova School of Business (VSB), through its strategic plan, is committed to providing a world-class business education complemented by appropriate experiential learning through internships in the business community. Internships, whether completed for academic credit or not for credit, provide valuable insight into career interests, professional aspirations and personal values. These experiences present concrete opportunities for students to make tangible connections between classroom theory and practical application.

An academic internship is a pre-professional work experience, sufficiently rigorous to earn three credits, administered through the O'Donnell Center for Professional Development within VSB's Clay Center and approved by a Faculty Chair of the sponsoring academic department.

Approval Process

For an internship to be approved for academic credit by VSB, the employer must provide the student with an internship position description including the following:

1) **Internship Description** – to include the following information:

- Company information including website, email address, contact information, etc.
- Specific responsibilities and duties required of the intern
- Skills and competencies the intern will gain through the experience
- Nature of the internship (project or task-based)
- Roles and relationships that exist in the workplace
- Professional development provided through the internship
- Preferred qualifications, if appropriate (class year(s), major(s), minimum GPA, skills, etc.)
- Compensation arrangements
- Period of time(s) when internship is available (fall and/or spring semester, summer)

The student is responsible for sharing the position description through the application process housed within Handshake. Through that process the internship description will be submitted to the Faculty Chair of the appropriate VSB academic area for credit approval; the O'Donnell Center at VSB will notify employer of approval status.

Virtual Internship Requirements

Employers offering virtual internships for academic credit will be expected to ensure they meet the expectations provided by the Villanova University Career Center – if applicable, a separate document with these guidelines will be provided.

Intern Academic Requirements

VSB students participating in an internship for academic credit must complete the following requirements:

- **Time** - For all business internships, completion of a minimum of **150 work hours** is required. **These hours can be completed over the course of a single academic semester or over a minimum 8-week summer period.**
- **Learning Objectives** - Intern student will establish, in conjunction with Supervisor, 3-4 Learning Objectives as a means of focusing his/her internship experience. Intern will complete a Learning Objectives form (to be initialed by student and Supervisor) and submit it via Blackboard within the first two weeks of beginning the Internship experience.
- **Daily Activity Log** - Intern student will maintain a Daily Activity Log in which he/she will record the dates worked, the number of hours completed, the nature of projects, tasks, responsibilities, etc., and the relationship of activities to the Learning Objectives

and NACE Career Competencies. The Log will be initiated by the Internship Supervisor on regular basis (i.e., once a week).

- **Final Paper** - Intern is required to complete a 10-12 page paper documenting:
 - Describe the nature of the internship (i.e., responsibilities, projects, assignments, etc.)
 - What were your learning objectives at the start of your internship and how did you achieve them?
 - How did the internship relate to your past/future coursework?
 - Reflect on insights gained regarding the industry, profession, leadership styles, etc.
 - How can/will you apply your learnings to experiences in the future?
 - Did your internship experience help to focus or clarify your career goals? How so?
 - Read an excerpt about Career Readiness. Select 3 career competencies and discuss how you utilized and refined these competencies during your internship. Be sure to cite 2-3 sample behaviors you practiced during your internship as well.
- **Evaluation** - Intern will complete a Student Evaluation of the internship experience, including assessment of workload, quality of supervision, professional development, and the overall quality of the internship experience.
- **Submission Deadlines** - Intern is required to submit Daily Activity Log, Final Paper and Student Evaluation to through Blackboard. Submission deadlines are as follows: fall internship: December 1, spring internship: May 1, summer internship: August 15).

Supervisor Responsibilities

The designated Internship Supervisor within the employing organization agrees to:

- Provide Intern with an overview of the organization and its industry, as well as its operation and management
- Assist Intern in identifying 3-4 Learning Objectives (within the first 2 weeks of the internship); guide Intern in focusing daily activities/projects on accomplishing established objectives
- Set clear performance expectations for Intern
- Provide regular supervision and act as a mentor to the Intern
- Monitor and initial Intern's Daily Activity Log on a weekly basis as a means of ensuring the quality of the internship experience
- Respond to regular communication from the VSB O'Donnell Center Assistant / Associate Director, in a timely manner, if Intern performance issues arise
- Complete and submit Employer Evaluation to the O'Donnell Center at VSB at conclusion of the semester during which student participates in the internship for academic credit.