

**Business Management  
2021 ~ 2022**

# **INTERNSHIP MANUAL**

**1**

**SPEAK TO YOUR  
ADVISOR**



**2**

**SECURE  
INTERNSHIP  
SITE**

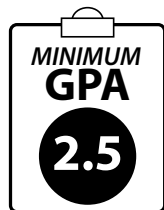


**3**

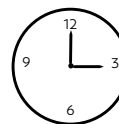
**APPLY BEFORE  
DROP/ADD DATE**



**MINIMUM GPA  
REQUIRED**



**MUST BE  
JUNIOR, SENIOR OR  
GRAD STUDENT.  
NEED 60 CREDIT  
HOURS +**



**TITLE IX COMPLIANCE:**

East Stroudsburg University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project.

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: <http://www.esu.edu/titleix/index.cfm>

**Notice of Nondiscrimination:** East Stroudsburg University of Pennsylvania does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation, gender identity or veteran's status in its programs and activities in accordance with applicable federal and state laws and regulations. The following person has been designated to handle inquiries regarding this policy: Director of Diversity/Ombudsperson, 200 Prospect Street, 115 Reibman Building, East Stroudsburg, PA 18301, 570-422-3656.

Revised 11/12/21

BUSINESS MANAGEMENT  
INTERNSHIP FAQs

QUESTIONS? Call the Department Secretary @ 570-422-3251  
or email [kraptakis@esu.edu](mailto:kraptakis@esu.edu)

1.	<b>Speak to your advisor.</b> Determine how many credits and how many hours you need for the internship.
2.	<b>Secure the internship site.</b> Ask the company whether they will allow you to do an internship for college credit. If the answer is NO, look for another internship site.
3.	<b>Read the Internship Manual.</b> Complete pages 10 and 11 of the internship manual. Your advisor will have to submit an online non-classroom credit card.
4.	<b>Sign and complete</b> a Title IX form and acknowledge receiving the Title IX documentation.
5.	<b>Submit your signed forms</b> to the department secretary at <a href="mailto:kraptakis@esu.edu">kraptakis@esu.edu</a> before the drop/add date for the semester. After submitting the paperwork, it may take about a week before you see the internship on your portal. It will appear on the portal as: <b>MGT 486 Field Experience</b> (for Undergrads) and <b>MGT 586 Field Experiences and Internship</b> (for Grad students).
6.	<b>Before you start the internship</b> , an affiliation agreement must be signed by the company and by ESU's Provost. The department secretary will obtain the necessary signatures and will send the final document to the internship site. <ul style="list-style-type: none"><li>• To begin this process, send an email to <a href="mailto:kraptakis@esu.edu">kraptakis@esu.edu</a> with the following information:</li><li>• Company name, address, city, state and zip</li><li>• Supervisor's name, email address and telephone number</li></ul>
7.	<b>If you submit paperwork for an internship site, you cannot change to a different internship site without notifying your advisor and the Department Secretary.</b>



Dear Student,

An internship is an excellent way to apply the knowledge gained in the classroom to the workforce. Although the Department of Business Management does not require internships for graduation, we encourage you to take advantage of earning credits for a qualifying internship.

You can **earn up to twelve credits** that will fulfill your free elective requirement. An internship also helps fulfill the **advanced course requirement**. Please note that in order to earn credits, you must carefully follow the guidelines in the internship manual. These requirements include submitting all internship paperwork **PRIOR** to beginning work at the internship site. **There is no retroactive internship credit.** You must also provide the organization's contact information so that they can sign an affiliation agreement. The department secretary will get the affiliation agreement processed.

Internships now require students to sign a Title IX document and receive Title IX documentation.

Note: Your faculty internship advisor will tell you what type of paper will be required.

The deadline for submitting internship paperwork is the drop/add date for the semester.

Sincerely,

Professor David Daniel, CPA  
Associate Professor and Chair  
Business Management Department

**BUSINESS MANAGEMENT DEPARTMENT POLICY  
FIELD EXPERIENCE AND INTERNSHIP**

**PURPOSE**

The purpose of the field experience and internship program is to provide students with an opportunity to integrate classroom experiences with work experiences. Students are not required to participate in this program in order to graduate. This program provides students with an opportunity to:

- Apply academic principles to practical problems in a work-study environment
- Test career aspirations under controlled conditions.

**RESTRICTIONS**

Each individual internship shall,

- Be procured by the student (ESU does not recruit internship opportunities);
- Be determined to be a bona-fide employment internship opportunity for growth and development befitting college level credits;
- Be limited to prepared students who can demonstrate that the internship will be at least as beneficial as an equivalent amount of classroom experience and who have met the eligibility requirements set forth below;
- Be completed entirely within one (1) semester;
- Be supervised by a Professor / Faculty Advisor
- **Cannot exceed twelve (12) credits.**

**ELIGIBILITY**

To apply for an internship a student must have completed at **least sixty (60) credit hours** of instruction (**with a GPA of at least 2.5**). In addition, the student must complete the following courses before the internship can begin:

ECON 111	Principles of Macroeconomics
ECON 112	Principles of Microeconomics
MGT 200	Principles of Management
MGT 204	Principles of Marketing
MGT 211	Financial Accounting Fundamentals
MGT 212	Managerial and Cost Accounting Fundamentals

*NO CREDIT will be granted if the performance of the student does not satisfy the cooperating organization supervisor.*

**The student must perform 40 hours of field work with the cooperating agency to earn one credit.**

As such:

**3 credits requires 120 hours of field work**

**240 hours = 6 credits**

**360 hours = 9 credits**

**480 hours = 12 credits**

## APPLICATION PROCEDURE AND CLARIFICATION

### To apply for an internship:

1. The student shall discuss with his/her faculty advisor. During this preliminary meeting, the nature of the Internship will be discussed as well as the advisability of such a course of action in relation to the student's goals.
2. The student, his/her faculty advisor and the company/agency formulate the proposal for the internship. See page 12 of the internship manual. The information should include:
  - a. Company name, address and phone number
  - b. Supervisor's name and phone number and email address
  - c. Length of employment (start date, end date, number of hours to be worked)
  - d. Description of responsibilities.
3. The final internship paperwork shall be given to the Chairperson of the Department for review by the Advisor along with a REQUEST FOR NON-CLASSROOM CREDIT card. **The Chairperson reserves the right to amend the terms of the proposal, including the number of credits, work to be performed and the supervising professor.**
4. After the Chairperson's review and approval by the Dean, the student will be formally enrolled by Enrollment Services and will receive a tuition bill for the number of credits taken. Students should understand that this will be treated like any other class for ESU billing purposes and if tuition is not paid the class will be dropped and no credit will be given.
5. The Professor/Faculty Advisor will submit the online non-classroom credit card.

## SUPERVISION AND EVALUATION

Students are required to complete a **Daily Log** of his or her activities during the Internship program and to report once weekly (in writing) to the Professor/Faculty Advisor (or as otherwise instructed by the Professor/Faculty Advisor).

The student will be given an ESU Supervisor evaluation form. The employer must complete and either fax or e-mail the evaluation form weekly (or at least two times) to the supervising professor.

The Professor/Faculty Advisor is required to make at least two (2) contacts with the intern's employment supervisor. The instructor shall confer with the intern and the supervisor concerning job performance and job related problems.

The supervisor's evaluation of the intern's performance will be factored into the final grade. **Only the instructor can assign a grade** and all work and evaluations must be received by the professor by the last day of the semester in order to allow time for submission of grades.

The student is expected to behave in a responsible manner during the internship. He or she shall exhibit a professional attitude toward assigned work and conduct himself/herself as a representative of the University.

**BUSINESS MANAGEMENT DEPARTMENT  
EAST STROUDSBURG UNIVERSITY**

**INTERNSHIP WEEKLY REPORT GUIDELINES**

Unless instructed otherwise, a weekly report is to be given to your Professor/Faculty Advisor, and must include the following:

- List each of your assignments during the week and indicate the time spent on each.
- Describe new knowledge and/or skills acquired during the week.
- Explain any classroom learning that you applied to your work assignments.
- What difficulty occurred or what mistake(s) did you make on the job?
  - What did you do to correct it/them?
- In what areas could you use help in performing your job better?
- What interesting or challenging relationship did you have during the reporting period with co-worker, a client, or your work supervisor?
  - Please describe.
- List any new management or labor-related information gained during the reporting period.
- List any new equipment, software, etc., used during the reporting period.
- Rate your work experience (i.e. excellent, good, average, or poor) during the reporting period in terms of social/political knowledge gained.
- List other comments and/or information, which should be included in your final report
- Supervisor to return completed checklist via e-mail to the supervising professor.

## INTERNSHIP FINAL REPORT OUTLINE

### Introduction

- How internship was secured.
- Dates of internship.
- Pay rate and weekly work schedule.
- Name and position of internship

### Background

- Company or Firm History and date founded
- Mission and goals
- Founders, principal shareholders
- Competitors, product & service lines
- Growth statistics
- Organization Structure (Organization chart with titles and employee numbers).

### Internship Objectives

- Summarize internship learning objectives.
- Which internship objectives were achieved and how.
- Which internship objectives were accomplished and why.
- What learning (e.g., office politics, interpersonal relationships, advancement characteristics and skills, etc.) you accomplished that were not included in the internship objectives.
- Which classroom learning aspects were helpful and provided knowledge/skills required on the job and why?
- What things did you wish you would have learned or known prior to starting the internship and why?

### Work Description

- Describe the actual work, projects, and accomplishments completed on internship.
- Describe development of the projects and forms included in the Appendix.
- **NOTE:** Please do not use jargon.

### Summary and Conclusions

- General reactions (good and bad) to the internship.
- Analysis of the company or firm's management.
- Specific things you would change if you could.
- Would you like to work for this firm or one like it after graduation?
- What would you tell a fellow student about to begin an internship with the same firm/supervisor?

### Appendixes

- Copies of forms and reports worked on.
- Copies of computer program-developed copies.
- Copies of systems created copies.

**NOTE:** Do not include any confidential information in the internship supervisor's report.





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 FAX: 570-422-3308  
 All Offices located in Gessner

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