The Neeley School of Business recognizes the need for students to obtain work experience through job opportunities. Work experience gained while in college will enable graduates to fulfill “previous work experience” requirements most employers require for full-time positions. It is also recognized that students with previous work experience have many advantages over those students who have none.

Generally students seek internships for two reasons. First, many students seek both the experience as well as the financial incentives. Second, some students desire to have academic credit earned toward their degree from their work experience.

For the first option, The Neeley School has the Alcon Career Center whose responsibilities include seeking internship opportunities from the business community and then making available to business majors. Internships are also offered voluntarily from businesses and non-profit organizations and are in turn made available to business majors. However, it is the responsibility of the student to seek out and secure the internship.

For the second option, the Neeley School also offers opportunities for students to earn *academic credit for their internship experience. The School’s first priority in this regard is that the internship offers academic substance that is worthy of college credit. To enroll in the course for credit, the student must 1) apply for the course, 2) ask their employer to detail the work experience to be completed and 3) must get application approved by the course instructor. **Students may repeat the internship course for credit only once for a maximum of three credit hours.** Students participating in a summer internship may only receive course credit if they enroll in the fall internship class. After successful completion of the internship and required course, the student will be awarded a Pass/No-Credit grade. The internship course is classified as BUSI 40010 Business Internship and is typically scheduled on Tues. and/or Wed from 5pm-5:50pm. Check with the Alcon Career Center for specific course section information.

*Please note that credit hours count as upper-level general business electives, NOT as elective hours towards your major.*

Internship opportunities can be structured for International students who desire to get work experience with domestic companies in their major field of study. The major provision for such internships is that the internship is taken as part of a course requirement. The only way credit can be earned is to take the internship course concurrently with the internship or immediately after in the case of summer internships.

**Please note for International students:**
- International students may work a maximum of 20 hours a week during the fall and spring semesters.
- In addition, International students are required to complete the Curricular Practical Training (CPT) form through the International Student Services Office before permission is given to enroll in the internship course.

Approval must be obtained by the following staff members following completion of the above note steps:

Jessica Cates, Instructor
Tandy Hall 380, 817-257-5572
j.cates@tcu.edu

**International students must obtain CPT approval from Dean Muller prior to obtaining additional signatures**
Lynn Muller, Assistant Dean
Tandy Hall 380, 817-257-7522
l.muller@tcu.edu
Internship Requirements for Academic Credit

To be formally receive academic credit, the student:

- Must be admitted into the Neeley School of Business.
- Must have at least a 2.5 grade point average.
- Must not be graduating prior to the completion of the internship course.
- Must complete all three (3) parts the Internship Application, the CPT form (if applicable), and obtain approvals prior to beginning work.
- Must submit the completed Internship Application packet and CPT form (if applicable) to Julie Reynolds in the Alcon Career Center, Tandy Hall 380, prior to beginning work to receive permission number.
- Must enroll in the fall or spring internship course. Permission numbers are issued through the Alcon Career Center after all paperwork has been signed and returned to the career center.
- Must successfully complete the approved internship.
- Must successfully complete the internship course.

Internship employment criteria includes:

- No more than 10% of the intern’s activities can be clerical in nature (i.e. in a 20 hour work period, no more than 2 hours can be dedicated to clerical activities). Clerical includes such activities as filing, making copies, mail room activities, etc.
- At least 90% of the work activities must be related to the intern’s academic area of interest.
- The job duties should be commensurate with the intern’s academic qualifications.
- The employer will permit the intern to prepare a written case about the business as it relates to the intern’s area of employment.
- The employer will agree to provide the intern with information that would be helpful in preparing a written case about the employer’s business.

Internship course requirements will include, but are not limited to:

- The student will keep a journal of activities during the term of the internship, beginning on Day 1 on the job until the last day of the internship.
- The student will prepare a formal written case concerning his/her observations and analysis of the employer’s operations and business practices.
- The intern will make a presentation of his/her case to the internship class.
- Students who fail to complete an internship (i.e. quit or are terminated) can expect negative implications on their course grade including assignment of a failing grade.

Internship Mentor

Every workplace environment has its own culture and methods for accomplishing its corporate purpose. Employees are free to choose whether that environment fits their personal needs and ethical values. Often, any differences between the corporate culture and individual values will not be known until the employee has spent some time on the jobs. These differences can be a result of observations of the overall cultural environment or sometimes by an individual within that organization.

We want the interns to know that if they have an issue, either with the overall corporate environment or with an individual(s) in that environment, that they may contact Alcon Career Center for advice and guidance. Each situation is dealt with on an individual basis.
Internship Goals

Name: ____________________________ Date of Application: ____________________________

Student ID #: ____________________ Major(s): ______________________ Grad Date: __________________

Accepted to Neeley School? Yes_____ No _____

Telephone Contact: __________________ Email: __________________________

Company / Organization name: __________________________

Company / Organization address: __________________________

City __________________ State __________________

Contact Information: Supervisor: __________________ Job Title: __________________

Telephone: __________________ Email: __________________________

Job Description (Describe the work you will be doing): __________________________

________________________

Identify three learning goals you would like to accomplish during your internship (i.e. What have you learned in your major classes that will help you reach these goals?):

1. _________________________________________________________

2. _________________________________________________________

3. _________________________________________________________

How will you measure your success in achieving these goals?

1. _________________________________________________________

2. _________________________________________________________

3. _________________________________________________________

Number of credit hours you are requesting for this internship: ______________________

Approved _____ Not Approved ______

Approved by: ____________________________ Date: ____________________________

Jessica Cates, Instructor
Employer Agreement

Company / Organization Name: _______________________________________________

**Learning Objectives** (Provide the goals and objectives that the employer and student hope to achieve during the internship):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

**Project / Job Description** (We encourage supervisors to help the intern find at least one ongoing project for which he/she will be responsible for throughout the internship):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

**Expectations** (For example, work style, communications skills, critical thinking, academic preparation, and work attitudes, etc.):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Hours per week: ___________

*International students may not work more than 20 hours per week during fall and spring semesters.*

Intern’s job title: ____________________________

These plans have been discussed thoroughly with the intern who is responsible for the completion of the assignment and for the successful completion of the responsibilities outlined in the application.

Employer Contact Name: _____________________________________________

Title: _____________________________________________________________

Signature: ___________________________________________________________  Date: ____________________
Student Agreement

Please read and initial each item.

Initials

Prior Approval Requirements
To formally receive academic credit, the student:

- Must be admitted into the Neeley School of Business.
- Must have at least a 2.5 grade point average.
- Must not be graduating prior to the completion of the internship course.
- Must complete all three (3) parts the Internship Application, the CPT form (if applicable), and obtain approvals prior to beginning work.
- Must submit the completed Internship Application packet and CPT form (if applicable) to the Alcon Career Center prior to beginning work to receive permission number.
- Must enroll in the fall or spring internship course. Permission numbers are issued through The Alcon Career Center after all paperwork has been signed and returned to the Alcon Career Center.
- Must successfully complete the approved internship.
- Must successfully complete the internship course.

*Credit will not be awarded for the course if the student quits or is terminated by the employer.

Deadlines for Approval

Fall Internships
Students must submit all approved internship approval forms and enroll in the internship class no later than the deadline to add classes for the fall semester.

Spring Internships
Students must submit all approved internship approval forms and enroll in the internship class no later than the deadline to add classes for the spring semester.

Summer Internships
Students must submit all approved internship approval forms not later than the Friday of the second week of June for summer internship opportunities. Students will then pre-register for the internship course offered in the fall semester.

Enrollment Requirements

BUSI 40010 is a variable credit hour course. Students may enroll in one to three credit hours. Permission to enroll in the internship course will not be given until all required documents are approved and submitted to the Assistant Dean (if applicable), the internship course instructor, and the Alcon Career Center.

International Student Requirements

Students are allowed to work in an approved internship for a maximum of 20 hours per week during the fall or spring semester. Required documents for the internship approval include the approved internship application and the Curricular Practical Training (CPT).

*Final approval for enrollment in the course will not be given without an approved CPT form. The internship application must be approved before the CPT is reviewed.