

INTERNSHIP EXPERIENCE GUIDELINES

COLLEGE OF BUSINESS & TECHNOLOGY INTERNSHIP

ACCT 475 | ECON 475 | FIN 475 | FSID 475 | MGT 474/475 | MIS 475 | MKT 474/475 | SCM 476

ACCOUNTING

Students in the Accounting emphasis should seek out internships which provide opportunities to develop competencies in the following areas:

Tasks to reinforce or build on classroom instruction, including:

- Completion of tax returns
- Preparation of journal entries
- Preparation of reports and schedules
- Completion of audit procedures
- Learning new software or accounting applications of software
- Data analysis
- Documentation of business processes and internal controls

Opportunities for professional growth, including:

- Interaction with clients
- Active participation as part of a team
- Attendance at management meetings
- Leading projects
- Researching solutions to problems and/or problem solving

FINANCE

Students in the Finance emphasis should seek out internships which provide opportunities to develop competencies in the following areas:

- Banking operations
 - Credit analysis
 - Customer relations
 - Deposit/investment options and regulations
 - Loan origination
 - Loan documentation
 - Loan servicing
 - Marketing strategies
 - Teller operations
- Investments
- Real Estate
- Insurance
- Trust
- Financial analysis
- Wealth management

MANAGEMENT

Students in the Management emphasis should seek out internships which provide opportunities to develop competencies in the following areas:

Individual Effectiveness

- Communication – listen, write, and speak effectively.
- Analytical/Research – assess a situation, seek multiple perspectives, and gather information as well as identify key issues and appropriate solutions.
- Computer/Technical – demonstrate a basic understanding of software programs, especially word processing and spreadsheets.
- Time Management – improve productivity by learning to manage multiple priorities/assignments.
- Planning/Organizing – plan, organize, and implement projects.

Getting Work Done Through Others

- Interpersonal Abilities – use a collaborative, problem-solving approach when working with co-workers and managing conflict.
- Teamwork – recognize co-workers' talents and work with them towards a common goal.
- Leadership – take charge, motivate, and inspire others.

MARKETING

Students in the Marketing emphasis should seek out internships which provide opportunities to develop competencies in the following areas:

- Sales and merchandising
- Market segmentation
- Forecasting
- Pricing
- Product development/launches
- Channel management
- Market research activities
- Buying or purchasing
- Public relations activities
- Customer service
- Social media
- Event planning
- Advertising
 - Strategy or account planning or creative or media buying
 - Presentation or writing skills

SUPPLY CHAIN MANAGEMENT

Students in the Supply Chain Management emphasis should seek out internships which provide opportunities to develop competencies in the following areas:

- Transportation and distribution planning
- Product management
- Procurement
- Sales
- Exposure to contract negotiation
- Supplier, distributor, or vendor assessment
- Production scheduling

MANAGEMENT INFORMATION SYSTEMS

Students in the Management Information Systems emphasis should seek out internships which provide opportunities to develop competencies in the following areas:

- Must be directly related to the major of Management Information Systems
- Must provide a meaningful and challenging hands-on work experience
- Must provide interaction with clients and active participation as part of a team
- Project leadership experience is preferred

- Some representative examples are:
 - Research solutions to business-oriented problems using technology
 - Development of a project plan using the phases of the system analysis and design
 - Use of data analysis to support the decision-making process
 - Provide planning and training for a software implementation project
 - Use of appropriate software development tools

INTERNATIONAL BUSINESS

Students in the International Business minor should seek internships which provide opportunities to develop appropriate competencies.

STUDENTS WILL:

- Work in a multicultural, international business environment
- Experience significant cross-cultural, business-related immersion, such as visiting and engaging with businesses abroad or in the multinational organizations within the United States
- Experience international commerce, finance, trade, banking, supply chain, and other aspects of international business

LEARNING OBJECTIVES:

- Learn the processes involved with foreign currency financial transactions
- Understand compliance procedures as they relate to imports and exports
- Assess international suppliers, including compliance
- Develop skills in identifying 'knock-off' products from abroad
- Understand the global dimension of piracy of intellectual properties and trademark infringement
- Research solutions to international business issues/problems
- Become familiar with regulatory requirements in the global sector
- Learn to communicate with international suppliers and/or clients
- Plan transportation and distribution in the global supply chain
- Work with international contracts
- Learn documentation of processes and controls and preparing reports relating to exports and imports

ECONOMICS & AGRIBUSINESS

Students in the Economics or Agribusiness emphasis should seek out internships which provide opportunities to develop competencies in the following areas:

- Must be directly related to the major of Economics or Agribusiness
- Must provide a meaningful and challenging hands-on work experience
- Must allow the intern to apply and enrich knowledge pertinent to economics and/or agribusiness

- *Agribusiness internships expose students to any of the following:*
 - Agricultural price analysis and marketing
 - Farm, ranch, or agribusiness decision-making process with respect to production and financial resources

- *Economics internships expose students to any of the following:*
 - Economic decision process
 - Money, banking, and finance
 - Economic analysis with respect to labor, environmental quality, health care, transportation, and other relevant economic issues

*The department strongly discourages internships at family-based businesses.

FAMILY STUDIES

Students majoring in Family Studies should seek out internships which provide opportunities to develop competencies in the following Family Life Education Content Areas as outlined by the National Council on Family Relations:

- **Families and Individuals in Societal Contexts** - An understanding of families and their relationships to other institutions, such as the educational, governmental, religious, and occupational institutions in society.
- **Internal Dynamics of Families** - An understanding of family strengths and weaknesses and how family members relate to each other.
- **Human Growth and Development across the Lifespan** - An understanding of the developmental changes of individuals in families throughout the lifespan. Based on knowledge of physical, emotional, cognitive, social, moral, and personality aspects.
- **Human Sexuality** - An understanding of the physiological, psychological, & social aspects of sexual development throughout the lifespan, so as to achieve healthy sexual adjustment.
- **Interpersonal Relationships** - An understanding of the development and maintenance of interpersonal relationships.
- **Family Resource Management** - An understanding of the decisions individuals and families make about developing and allocating resources including time, money, material assets, energy, friends, neighbors, and space, to meet their goals.
- **Parent Education and Guidance** - An understanding of how parents teach, guide and influence children and adolescents as well as the changing nature, dynamics and needs of the parent/child relationship across the lifespan.
- **Family Law and Public Policy** - An understanding of the legal issues, policies, and law influencing the well-being of families.
- **Professional Ethics and Practice** - An understanding of the character and quality of human social conduct, and the ability to critically examine ethical questions and issues as they relate to professional practice.
- **Family Life Education Methodology** - An understanding of the general philosophy and broad principles of family life education in conjunction with the ability to plan, implement, and evaluate such educational programs.

INTERIOR DESIGN

Students majoring in Interior Design should seek out internships which provide opportunities to develop competencies in the following areas:

- Global Perspective for Design
 - Exposure to contemporary issues affecting interior design
 - Exposure to a variety of business, organizational, and familial structures such as for-profit or non-profit businesses
 - Opportunities for developing knowledge of other cultures
- Human Behavior
 - Appropriately apply universal design concepts or design environments to be useable by all people to the greatest extent possible, without the need for adaptation or specialized design
- Design Process
 - Identify and define relevant aspects of a design problem (goals, objectives, performance criteria)
 - Gather, evaluate, and apply appropriate and necessary information and research findings to solve the problem (pre-design investigation)
 - Synthesize information and generate multiple concepts and/or multiple design responses to programmatic requirements
 - Demonstrate creative thinking and originality through presentation of a variety of ideas, approaches, and concepts
- Collaboration
 - Engage in collaboration, consensus building, leadership, and team work
- Communication
 - Express ideas clearly in oral and written communication
 - Use sketches as a design and communication tool ; produce competent presentation drawings across a range of appropriate media
 - Integrate oral and visual material to present ideas clearly
- Professionalism and Business Practice
 - Exposure to various market sectors and client types
 - Exposure to the role and value of legal recognition for the profession, professional organizations, life-long learning, and public and community service
- Space and Form
 - Apply elements and principles of design to two- and three-dimensional design solutions, including board layout, models, and digital presentations.
- Color, Furniture, Fixtures, Equipment, Finish Materials, Lighting, Acoustical Control
 - Appropriately select and apply color effectively
 - Select and apply appropriate materials and products on the basis of their properties and performance criteria, including ergonomics, environmental attributes, and life cycle cost
 - Lay out and specify furniture, fixtures, and equipment
 - Select and apply luminaires and light sources and appropriate strategies for acoustical control
- Interior Construction and Building Systems
 - Read and interpret construction drawings and documents
 - Understand how design solutions are impacted by building systems
- Regulations
 - Understand how laws, codes, standards, and guidelines impact the design of interior spaces