Course Objective: To provide the student with carefully structured opportunities to learn principles and techniques applicable to entrepreneurship within an on-going organization.

Internship Eligibility: Students must have Junior or Senior standing and be a Entrepreneurship Major (must have taken ENT 3320) or Entrepreneurship Minor or Social Entrepreneurship Minor (must have taken ENT 3315).

Internship Requirements: The requirements for the Entrepreneurship Internship will vary somewhat, depending on the industry, kind of business, nature of work assignments, etc. In general, however, a student enrolled in the internship program will be expected to meet the following minimum requirements:

1. In order to participate in the internship, the intern must be registered for ENT 4395 and provide correspondence from the company verifying his or her internship. This correspondence should include the company’s name, contact name, address, phone; supervisor’s name, title, email and phone; intern’s start date, end date, and work responsibilities.

2. The length of the internship will normally encompass an entire semester or both summer terms. **An absolute minimum of 120 work hours will be required** to receive 3 hours of academic credit.

3. The intern will maintain a daily log describing the activities he or she was involved in during the day. The intern is expected to write at least a page/week. Each entry should include: date (day, month, year), the number of hours worked, a description of the projects and learning experiences, additional skill sets gained, challenges the intern is facing and how he or she is addressing them, success stories. **The intern’s company supervisor should initial the log at the end of each week** to insure that the intern is provided a variety of management experiences. If the intern is unable to document significant new learning experiences and gains in skill sets, the selected internship is not meeting its goals.

4. Throughout the duration of the internship, the intern should immediately communicate any concerns to the Internship Program Manager that he or she feels require the Program Manager’s assistance. In any case, the Internship Program Manager will be in touch with the intern and company supervisor periodically during the internship.

5. It is optional but strongly encouraged that, during the internship, the intern take the opportunity to interview two senior management of the company and ask them:

   a) Why did you originally come to work here?
   b) What are the top reasons that you continue to work here?
   c) What have been your biggest challenges?
d) What have been your greatest accomplishments?
e) Why is this a great company? Why will this company survive and grow?

This is not intended to be a graded assignment or one that needs to be shared with anyone else. The intent is to communicate additional life lessons.

6. It is also optional but strongly encouraged that, toward the conclusion of the internship experience, the intern convert their reflections into a formal oral presentation (three to five minutes in length, with or without an accompanying PowerPoint) to management on insights gained during their internship. Although the content is flexible, this presentation might include:

a) aspects of the experience that the intern thought positive
b) aspects of the experience that the intern felt could be improved
c) lessons learned and/or valuable experiences that helped the intern understand the workings of business better, and
d) one area where the intern felt the organization’s processes/strategies could be improved to help solve business challenges

7. The company supervisor will provide a written evaluation of the intern's performance at the completion of the internship or one week before the last day of classes of the semester in which the student is enrolled for the internship, whichever comes sooner, and will discuss the evaluation with the intern. The intern can download a copy of the Entrepreneurship Internship Evaluation form so that they are aware of how their performance will be assessed. A copy of the written evaluation will be provided to the Internship Professor and the Internship Program Manager.

8. The intern will submit to the administering professor an end-of-internship report explaining what he/she has learned as a result of the internship experience. Because this is the only graded requirement for a three-credit course, it should be substantial. While there are no minimum or maximum length requirements, most papers have, in the past, been ten to twenty pages, double- spaced. An example of a possible format/type of content is provided below:

a) A business report describing the industry in general, and providing company specifics, such as size, history, growth pattern, reputation within the industry, corporate culture, company goals, prevailing management and leadership styles, projections for the future, etc.

b) A description of the entrepreneurship experience gained, etc., and a discussion of lessons learned -- entrepreneurship principles being applied as taught or otherwise, effectiveness of individual management and/or leadership styles observed, commitment of employees and managers to corporate goals, sources of management problems, innovative techniques observed, etc.

c) Any ideas regarding (1) ways in which the internship could be restructured so as to provide a better learning experience, and (2) suggested improvements in the design and content of entrepreneurship courses and the instructional methods employed therein.

The due date for turning in the report shall be the last day of classes of the semester in which the student is enrolled for the internship.
Method of Evaluation: Grades for the internship will be based on the performance evaluation prepared by the company supervisor and, primarily, the quality of the written end-of-internship report. Reports should be professionally prepared and should reflect in detail the learning experiences provided by the internship.