

# Internships: Partners for the Future

## What is an Internship?

An internship is a "carefully monitored work or service experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience." (National Society for Experiential Education)

The Graduate Business Internship Program at Eastern Illinois University is designed to give students an opportunity to expand learning by exposing them to work situations where they learn directly from industry professionals. We invite you to partner with the students, faculty, and staff of the School of Business to create this valuable opportunity.

### *Establishing an Internship Site*

- Identify Needs
- Identify the responsibilities within your organization that can be assigned to an intern.
- Define the skills that the intern candidate should possess to successfully complete the internship.

### *Identify the Site Supervisor*

Identify an employee within your organization who would serve as a Site Supervisor to guide and evaluate your intern's learning experience.

### *Determine Salary*

- Most internship positions receive some form of remuneration. Payment to the intern confirms the responsibility associated with the work to be performed for your business.
- Illinois companies may qualify for a partial salary subsidy through the Illinois Work Study Grant Program. Eastern Illinois University is one of the few public universities in the state which has funds through this grant program.

### *Complete the Internship Site Application*

- Contact the Graduate Business Studies Program Coordinator to have an Internship Site Application forwarded to you.
- To ensure full consideration, site applications to place interns with your organization must be received by the following dates.  
Spring Semester - November 1  
Summer Semester - April 1  
Fall Semester - May 1

### *Select an Intern*

The Graduate Business Studies Program Coordinator will work with you to develop a plan for identifying and selecting an internship candidate. Many options exist for internship recruitment including advertisement, referral, pre-screened interviews at your site, on-campus interviews, and Job Fairs.

### *Complete the Learning Agreement*

- The Learning Agreement identifies the learning outcomes expected from the internship experience and serves as the principal basis for evaluating the intern's performance throughout the internship.
- Once an internship candidate is accepted through your selection procedure, the Site Supervisor and the intern candidate must complete and submit the Learning Agreement for final approval by the Graduate Business Studies Program Coordinator.

### *Performance Evaluations*

- Midterm and final evaluations will be forwarded to the intern to be completed in cooperation with the Site Supervisor.
- When complete, the evaluation is to be returned to the Graduate Business Studies Program Coordinator.

### *Concerns and Feedback*

- A supervisor should address any concerns about an intern's progress with that intern and with the Graduate Business Studies Program Coordinator as necessary.
- Suggestions and feedback about the internship program are also welcome to help further develop and enhance the program.

### *Suggestions for a Successful Internship*

The internship experience is a partnership that provides benefits to both the intern and the host site. Here are a few ideas to make the most of this partnership:

- Assign meaningful duties.
- Develop project-related assignments that the intern can work on from start to finish.
- Provide a work-space and the necessary equipment.
- Encourage frequent interaction between the intern and the Site Supervisor.
- Make time for the intern to learn about the entire company and to meet people from outside his or her functional area.
- Encourage the intern to present the outcomes of projects to managers and other staff through poster displays, oral presentations, and/or written reports.

### ***To obtain a site application or for more information, contact:***

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