



Business Internship Student Evaluation Methods

In order to get academic credit for your internship experience, please submit the following materials to Dr. Khushwant Pittenger (202 Dauch, x5219). The following information must be professionally prepared and presented in a three ring binder with appropriate dividers, labels, cover page, and table of contents:

1. Business Internship Checklist.
2. Business Internship Learning Contract.
3. Copy of cover letter and résumé prepared to obtain internship.
4. Job description. (If none is available from the employer, then the student will prepare one and get approval from site supervisor.)
5. Executive Summary (no more than two (2) pages in length).
 - Essay form using proper grammar and language.
 - Introduction (use information from learning contract.)
 - Highlights of internship (as noted in “critical incident” journal particularly noting development of specific competencies.)
 - Value-added contributions made by student for employer during internship.
 - Overall summation of internship experience.
6. Organizational chart of employer.
7. A “critical incident” journal (typed, double-spaced) which will include periodic entries regarding events or circumstances particularly relevant to specific competency development.
8. An academic paper (10-15 pages in length with 10-15 references) and/or copies of major reports, projects or other accomplishments completed during internship with appropriate descriptions and explanations. The paper and/or other projects must be pre-approved by Dr. Pittenger and detailed in the Business Internship Student Learning Contract.
9. Student evaluation forms and Site Supervisor evaluation forms are to be mailed directly to Dr. Khushwant Pittenger, Dauch College of Business and Economics, Ashland University, Ashland, OH 44805 at the mid-point and end of internship experience.
10. Copy of “Thank You” letter submitted at conclusion of business internship.
11. Proof of hours worked. ≥ 225