

INTERNATIONAL BUSINESS MAJOR/MINOR

INTERNATIONAL EXPERIENCE: WORK EXPERIENCE/INTERNSHIP

The following guidelines outline the requirements/expectations necessary to meet the Work Experience/Internship option of the international experience:

- The experience must be directly related to the practice/application of international business/trade/economics. It may be completed either within the U.S. or overseas, and must be of at least 6 weeks (240 hours) duration.
- Students must submit the following information to the International Business Advisor for approval by the International Business Program Director
 1. A job description on company letterhead, and signed by the appropriate company official/supervisor. The description must clearly indicate the scope of the work to be completed, its relationship to the practice of business/trade/economics in an international context, the start and end date of the work, and the number of hours involved.
 2. Five learning objectives, formulated by the applicant, that relate specifically to the practice/application of international business/trade/economics. Objectives may be related directly to the functional nature of the work to be undertaken, i.e., sales, purchasing, finance, or to skills developed as a result of the experience i.e., communication, negotiation, leadership.
- The International Business Program Director will review documents on a case-by-case basis, and students notified if the proposal has been approved. Proposals will not be approved retroactively.
- On completion of the work, students are required to submit a summary report of their experience (see details – page 2), and, if the work is done for academic credit, a supervisor email evaluation of their work. These must be submitted within two weeks of completion of the experience.
- The experience does not have to be for credit. However, students can take internship credit if they choose. The experience can be paid or unpaid. If completing for credit, you will need to get the signed “HSB MGT 4250 Internship Agreement” Form turned into B309, academic advising, for authorization to register for the course. International Business Program Director will need to sign as faculty mentor.

WORK EXPERIENCE/INTERNSHIP FINAL REPORT

A comprehensive written report must be submitted to the International Business Advisor for review and approval by the International Business Program Director on completion of the work experience/internship. This report will be used as the basis for determining whether requirements for the international business experience/academic credit have been fulfilled. The following criteria will be used to evaluate the work:

1. Briefly describe the nature of the internship. This should include but is not limited to
 - A description of the job or position held
 - A description of key projects or assignments completed
 - How the work completed relates to the domain of International Business
2. In detail, describe what you have learned from the experience as it relates specifically to the domain of international business and the learning objectives articulated. Use specific examples to illustrate. As appropriate, you should address the following
 - What have you learned about the practice of business in a global context
 - What skills/knowledge did you acquire/develop
 - What strengths and weaknesses have you discovered
 - How has your ability to work in an international context has been enhanced

If you completed the work overseas, you should also address the following as appropriate

- What have you learned about the following and how do these differ from norms in the U.S.
 - Work style/ethic
 - How decisions are made
 - Leadership style
 - Inter-personal communication/dynamics (employee-supervisor, peer-peer)
- What have you learned about the following and how do these shape the overall work/business environment
 - Economic, political, regulatory environment
 - Cultural/social norms and other factors that shape behavior

The report should focus on specific learning outcomes, and avoid platitudes or other language that is celebratory rather than objective. The report should be printed double-spaced and be approximately 1,000 words in length. It should be written and organized in a manner that can be easily followed by a reader unfamiliar with the work assignment. Attention should be paid to the language used, grammar, spelling etc. The report should be written with a professional audience in mind. The use of graphics, charts, and tables etc., to supplement the written analysis is encouraged.

If completed for academic credit, an email from the supervisor evaluating the students experience will need to be sent to the International Business Advisor for review by the International Business Program Director.