



Cox School of Business BBA Internship Guidelines for BA 4111, 4112, 4113 for TAOS Students
Updated 11/9/11 BWK

The BA – 4111 (4112, 4113) Internship Experience course enables students to earn one hour of pass/fail academic credit for internship experience.

General Requirements for Internship Credit

1. The student must enroll through the Taos program. Tuition will be charged.
2. The student must apply for specific internships through MustangTrak, participate in telephone interviews, and negotiate his/her own contract with the employer (including compensation, if any).
3. Students must provide this completed and signed form, a copy of the employer provided job description, and a signed Cox Internship release of liability to Professor Kincaid by May 1, 2011.
4. Internship credit counts as free elective credit only. It will not fulfill business major requirements.
5. A minimum of 100 hours documented and journaled (see below) work experience is necessary for one hour of internship credit.

Specific Requirements for a Grade of Pass

In addition to the above requirements, students must timely provide following to Professor Kincaid

1. A journal of activities with a minimum of two entries per week documenting work activities for an average of 25 work hours a week (for total of 100 hours) Each entry must consist of at least one well-developed paragraph that details the student's work activities and includes reflections on the value of each activity including professional and personal lessons learned. Each journal entry must be initialed by the employer supervisor and the completed journal submitted to Prof. Kincaid for approval by July 6, 2012
2. An employer evaluation sent directly from the supervisor to Prof Kincaid by July 6. Employers may use their organizations' own forms or a form provided by Prof. Kincaid. The student is responsible for insuring that the employer timely complies with this requirement.
3. A completed final essay. The paper must be 3-5 pages long, double-spaced, submitted to Professor Kincaid by July 5, and acceptable to her. The topic for the essay is specified below.

If requirements are not completed and submitted on time, then an Incomplete contract may be negotiated at Prof. Kincaid's discretion. If such contract is timely performed, then a P (Pass) grade will be awarded. If an Incomplete contract is not timely performed, University policy provides that the grade of Incomplete will become an F (Fail). Please complete the following:

Student Name:	SMU ID:
Student Phone Number:	Student e-mail
Employer company or organization:	Employer phone
Supervisor: (attach business card if feasible)	Supervisor's extension or direct line
Length of internship: June 1 – June 29	
First Day of Work:	Last Day of Work:
Paid or Unpaid internship?	Hourly wages or stipend if paid

Internship paper topics:

BA 4111 - "How my education at Cox has helped or hindered my internship experience."

BA 4112 – "What I have learned about managing people during my internship experience."

BA 4113 – "If I were in charge of the group in which I interned, what I would change, what I would continue to run in the same manner, and why."

Student signature: _____ Date: _____

Professor Kincaid's Contact info: bkinaid@cox.smu.edu, Fax: 214-768-4099, Mobile: 214-537-3741