

Guidelines for 3+1 Business Administration Internship

Internship requirements for RCBC 3+1 students

Course: BUA 361: Supervised Internship (3 credits)

The guidelines below address topics that are frequently asked about your required internship (BUA 361) for Spring or Summer of your junior year. If you still have a question after reviewing this resource, please do not hesitate to reach out to the **Career Center at careerservices@rcbc.edu**!

Recommended Sequence

Finding an appropriate opportunity takes time. Students are strongly encouraged to begin the process as early as possible. **Permission from Rowan Relations is required to register.** It is necessary that the student search for, apply to, and secure an opportunity and **submit a proposal** prior to the start of the semester.

- Meet with a Career Advisor
 - Activate your Handshake account and complete your profile
 - Create or update your resume
 - Write a cover letter
- Research opportunities
 - Search Handshake and refer to this [Collection](#) for business students
 - Refer to this [resource](#) for additional information and tips
 - Reach out to the Office of Career Preparation and Experiential Learning to discuss ideas
- Apply to opportunities and complete the screening process
 - [Schedule a mock interview](#) with a Career Advisor to prepare for your interviews
- **Submit your [Experience Proposal](#) in BaronOne under “Forms” by the appropriate deadline**
 - Fall Semester Deadline: July 1
 - Spring Semester Deadline: December 1
 - Summer Semester Deadline: April 1
- Submit the [Experiential Learning Agreement](#) in BaronOne under “Forms”
- Complete any on-boarding processes required by the site
 - This may include background checks, screenings, and more
- Complete the required paperwork for the course by the deadline communicated in class

Responsibilities

Examples of appropriate responsibilities are provided in the [Criteria Outline](#) for BUA 361. Students are strongly encouraged to pursue opportunities that are new to them and provide a clear learning environment. Therefore, if a student requests approval for an experience with their current employer, the student and employer must adhere to the following

guidelines:

- Proposals must entail a variety of responsibilities that differ from the student's usual tasks.
- The position description should clearly outline the responsibilities which relate directly to the course outcomes.
- As the purpose of the experience is for the student to learn and grow in their chosen career field, the student may be asked to provide a written justification as to why they have selected their current position over the opportunity to explore a new experience.

Supervision

Every experience must have a designated supervisor who is responsible for supervising and supporting the student throughout the semester.

- Any party with a potential conflict of interest is prohibited from serving as the student's supervisor. This includes, but is not limited to, relatives, friends, or any other relationship with a potential conflict of interest. The supervisor must be a neutral party.
- Supervisors should be easily accessible and provide direct contact information, which the student will submit in their Experience Proposal.
- Supervisors must be willing to adhere to the responsibilities and expectations outlined in the college's Experiential Learning Agreement.

Compensation

RCBC strongly encourages paid opportunities. However, some sites that offer valuable learning experiences might be unable to compensate. This is sometimes the case for nonprofit organizations and small businesses. Federal Law requires that internships adhere to the [Fair Labor Standards Act](#).

Experiential Learning Hours

Hours must take place during the semester the student is enrolled in the course. Refer to the [academic calendar](#) for the first day and final day of the semester.

- The student's schedule is determined by the student and the site.
- Students are not permitted to participate in hours that take place during scheduled class time.
- Refer to the syllabus for the hours and assignments required for the course.
- Students may participate in a secondary experience to supplement their hours. This allows the student to engage in two unique opportunities throughout the duration of the course. Students who intend to log both opportunities for course credit must submit the [Experience Proposal](#) for **each** site.
- Students are required to log their hours and obtain their supervisor's signature to verify the accuracy of the log. The format and deadlines for hour logs will be reviewed in class.