

Passing the Internship

To pass the internship (*and avoid a failing grade*), students must:

- Gain the faculty internship advisor's approval of each required 4-page paper (report) that is submitted after every 40 hours worked.
- Address feedback on each paper, making changes or corrections if needed.
- Submit all papers within 30 days of the end of the internship, defined as the last day of work listed on the internship application.
- Complete an intern self-evaluation (available from link under Internship Documents on the School of Business Internship web page.)
- Make sure that the employer has completed a review (appraisal) of their performance to the School of Business following instructions in an automatically generated email message. This message is sent to the employer—whose email was listed on the internship application—immediately after the intern electronically submits self-evaluation. Note: If the faculty internship advisor cannot confirm (e.g. via phone) that the internship was completed, the student will not pass the internship.
- Submit reports at regular intervals by deadlines agreed upon with the faculty internship advisor. (Submitting three or more reports after the internship has ended or three or more within one week during the internship will result in a failing grade.)