



# APPLICATION FOR INTERNSHIP

**As soon as you have secured an internship, complete this internship contract. Please return the contract to the instructor.**

## Section A: Intern

STUDENT'S NAME	
STUDENT ID NUMBER	
EMAIL	
EXPECTED GRADUATION DATE	

## Section B: Employer

NAME OF ORGANIZATION	
ADDRESS	
PHONE	
EMAIL	

## Section C: Internship Supervisor

NAME	
TITLE	
PHONE	
EMAIL	

## Section D: Goals of the Internship

**Please list at least three goals you have for your internship. Describe what area would you like to work as an intern, and what your personal and career goals are for this internship. Be as specific as possible. Use a separate sheet of paper if you need more space.**

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Section E: Job Description

***Please list duties and responsibilities of your internship position. Use a separate sheet of paper if you need more space. If you were given a job description for your internship, please attach it to this contract and do not fill out this section.***

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Section F: Work/Time Commitment

***To receive credit for an internship, you must work a minimum of 40 hours for 12 weeks or a total of 480 hours. In this section, please give information on your work schedule.***

DATES OF EMPLOYMENT	
TOTAL HOURS AS INTERN	

Section G: Academic Assignment

***To receive 3 credits for your internship, you must also satisfactorily complete a report paper on your internship experience (see attached detailed guidelines).***

I understand that to receive 3 credits for my internship, I must

- A) Earn a satisfactory grade on the report paper and
- B) Work a minimum of 40 hours per week for 12 weeks or a total of 480 hours as an intern.

Signature:

Date:

## Guidelines for 'Analysis of Business Internship' Term Paper

The report must be submitted either:

- Before the Christmas break in the Fall Semester
- By May 30 in the Spring Semester

Overall length of the paper: 20 pages maximum. An electronic file and 2 hard copies must be submitted.

The paper must formally meet the requirements of a scientific paper submitted as homework in the college writing II course on business and/or economics. Citations must be in line with academic standards. The report must contain a table of contents and references. Typographical errors, mistakes of grammar, and misspelling will be taken into account and can result in a failing grade. Conclusions and judgments must be the result of a careful, stepwise and logical development of your arguments.

The paper consists of these sections:

### *(1) Description of your internship in the context of the organization/firm (10%)*

You must give a clear and coherent description of the firm and of what the internship involved. In which industry does the firm operate? (If you find interesting facts about the industry in newspapers or reports, include them). What is the firm's structure, culture and hierarchy? (Try to describe your own observations, instead of just copying the formal statements of the firm's homepage. Try to make the story interesting)? How was the internship organized and supervised, and what was/ is the typical intern's role within the organization? What were your responsibilities? How did you contribute to the organization's operations and goals?

### *(2) Analysis (50%)*

You must relate your internship experience to the appropriate course or course content in business and management. Show the connection between what you have learned in the classroom and what you encountered on the job. This analysis section is an attempt to make comparisons between the predictions made by academics in the relevant subject area and the realities as observed by the student during the internship. This means you have to think a bit: Which theories, models and frameworks are relevant to your understanding of your internship experience? Is the theory addressed helpful in understanding your experience?

Depending on the kind of internship, the selected theories will differ. To give just one example, it's often helpful to analyze the environment of an organization using the frameworks learned in Marketing courses. What are the political, economic, socio-cultural and technological trends influencing your firm? What environmental trends does the firm respond to? How effectively does it do so? Why these, and not others?

But there are also many other analytical topics to think about; the focus depends on the organizational context: of course, if you worked in a finance department, you should highlight corporate finance concepts, not marketing research issues.

### *(3) Evaluation of the internship (15%)*

Includes an evaluation of yourself and of the firm in which you worked. What were your goals for the internship? Did you meet them? Discuss what you liked and/or did not like about your internship. How could the experience be improved? If you were the firm's employee responsible for internships, what would you organize differently? Why? What was particularly valuable and why was it valuable?

### *(4) Participation in mandatory seminars and guidance group conducted with the Dean, and the term paper's format, grammar and spelling are important. (15%)*

### *(5) Supervisor's evaluation (10%)*

# Touro College Berlin - Business Internship Syllabus

## PREREQUISITES:

GBA 101/102	Accounting I & II
GBE 101/102	Principles of Macro- and Microeconomics
GBK 204	Marketing Management
LLE 203	Business Report Writing
GBF 220	Corporate Finance

## COURSE DESCRIPTION & OBJECTIVES:

The Internship Program is designed for full-time students. An internship allows a student to integrate classroom study with on the job experience, providing a multifaceted learning experience. Because such an emphasis is placed on the student's growth through the internship, the position should not duplicate the student's prior work experience. Students will have the opportunity to demonstrate a working knowledge of basic accounting, economics, finance, marketing, management, and other business concepts and exhibit an ability to effectively work in a professional environment.

The internship encompasses a block of 480 hours. It is worth 3 credits - equivalent to 1 course.

Students are encouraged to seek the assistance of the student counselor before entering into an internship process. However, students are responsible for obtaining their internship; placement is not guaranteed by the college.

## COURSE REQUIREMENTS:

Complete a Touro College Berlin Internship contract. Complete a full-time, 40 hour week for at least 6 weeks, or the equivalent of 480 hours with an approved business. At the internship's conclusion, a report must be written and submitted that includes the nature of the business, the tasks performed, and the application of knowledge learned at Touro College Berlin.

## INSTRUCTIONAL PROCESSES:

Students should:

1. Practice and internalize the work ethic by regularly attending the internship, being punctual (including notification of supervisor when absence or tardiness is necessary), being dependable and performing in a professional manner.
2. Communicate effectively with team/co-workers to ensure timely and accurate completion of work and to establish good human relationships.
3. Demonstrate positive attitude and professionalism.

## EVALUATION AND GRADING:

The intern's supervisor will submit a final evaluation form at the end of the term to the Student Counselor indicating the task(s) assigned and rating the intern's performance.

The course grade will be determined on:	
(1) <i>Description of Internship</i>	10 %
(2) <i>Analysis report</i>	50 %
(3) <i>Evaluation of Internship</i>	15 %
(4) <i>Format, grammar and spelling, deadline compliance and attendance at mandatory classes</i>	15 %
(5) <i>Supervisor's evaluation</i>	10 %
>>>	100 %

## COURSE TEXTBOOK:

None, however student should make reference, as needed, to references from prior courses.

## WHAT TO LOOK FOR IN AN INTERNSHIP:

1. Your internship should be in an organization related to your professional concentration. You might work for a public or private corporation, a governmental agency, in business or journalism relevant to your field of study, or in a variety of other sites.
2. Your job should be substantive. Secretarial or clerical positions are not acceptable for an internship. Although your job may include some clerical tasks, the primary purpose must be substantive work related to your degree.
3. Your internship should require you to work full-time for at least 12 weeks during semester breaks.
4. You should find an agreeable office environment. Careful choice in the beginning can prevent personality conflicts later.
5. Your internship should be organized around a goal you want to meet or a problem you want to solve. In other words, your internship should have a focus.

## YOUR INTERNSHIP CONTRACT:

Once you have decided on an internship, you need to submit, in writing, a contract signed by you and your supervisor in the firm you will be working for. It should include the following:

- A statement of your goals for the internship.
- A listing of your job description and responsibilities.
- The time frame (number of hours per week, number of weeks) of the internship.
- Anything else you and your supervisor consider important.

Your internship contract should be submitted to the instructor.

## SUMMARY OF INTERNSHIP REQUIREMENTS:

- A. Updated CV for internship application
- B. Contract for internship (signed copy needs to be submitted to the instructor), with Job description
- C. Minimum of 480 working hours
- D. Term-paper (see detailed instructions)
- E. Evaluation letter (Zeugnis) from the employer (to be submitted with term-paper)
- F. Letter of "Thank You" to the employer by the student