

# The Internship Process

## Anderson School of Management

### How do I find an internship?

1. Go to <http://jobs.mgt.unm.edu/listservs.asp> and sign up for your concentration listservs as many part time jobs and internships are sent out this way.
2. Register, submit your resume and check job/internship postings on Lobo Career Connection, <https://unm-csm.symplicity.com/>, UNM's job posting and on-campus recruitment system. Use your UNM e-mail as your username and your UNM e-mail password as your password. If you have any problems registering call (505) 277-2531.
3. Talk with your professors, fellow students, student organization members, anyone and everyone about internships they may know about.
4. Research companies and identify the organizations you want to contact about internships; use the New Mexico Business Weekly, <http://www.mgt.unm.edu/bizjournals>, the Book of Lists for New Mexico (Anderson Career Services and reference libraries have this), Chambers of Commerce, Monster, etc.
5. Contact the companies directly: either the department you are interested in working in or the human resources department. If the company doesn't have internship opportunities, but are receptive to developing a program, we encourage you to draft an internship proposal.
6. Use NACElink, <http://jobs.mgt.unm.edu/jobsearch.asp>, to search for internships listed across the country.
7. Contact Anderson Career Services at (505) 277-8870 or [careerservices@mgt.unm.edu](mailto:careerservices@mgt.unm.edu) if you need assistance finding an internship opportunity.

### How do I know if this internship qualifies for credit?

#### Internship Requirements:

1. Intern must work at least 160 hours during the semester to receive 3-hour course credit.
2. Intern must have successfully completed at least six (6) credit hours of prior concentration coursework for the internship **to count for concentration credit.**
3. The internship must be related to the student's concentration area.
4. Like all other elective courses in the concentration, this course may only be taken one time for credit towards the completion of the degree.
5. Intern must have an employer internship supervisor to train, mentor, and evaluate him/her.
6. Internship can be a paid or unpaid position; if unpaid the internship must meet Department of Labor 'test for unpaid Interns' (<http://www.wagehour.dol.gov>).
7. Internship must be completed within the semester the student is registered for the course, that is, credit for past work cannot be applied.

## What is an Academic Deliverable?

To receive academic credit for the internship, the student and his/her Internship Concentration Advisor should come to an agreement on the academic deliverable. The exact form of this academic deliverable is left to the discretion of the Internship Concentration Advisor. However, the Internship Concentration Advisor would check that: (a) the learning was commensurate to, or exceeding that of, 3 credit hours of classroom instruction; (b) the learning was focused within the concentration area of the student; and (c) the student has attained proficient mastery of the material related to the internship.

Possible academic deliverables for CONCENTRATION credit could include, but is not limited to, one or more of the following:

- A written report
- Quantitative and/or qualitative results of the internship project (validated by the employer internship supervisor)
- Oral and/or written examination

The academic deliverable for ELECTIVE credit will consist of the following:

- An oral presentation to include PowerPoint slides to describe your internship experience and how it relates to your future career goals, including important lessons learned while completing the internship.

## What do I do once I've secured an internship and it meets the above requirements?

1. After a student has secured an internship that is related to their concentration, the student will complete the *Application for Academic Credit for Internship* which can be found at: <http://jobs.mgt.unm.edu/intern/students.asp> under 'Internship Information for Students.'
2. Once the form is completed, it will automatically be sent to the Anderson Career Services Office (CSO) for review. Review will focus primarily on the academic deliverable requirements (see below). Once approved, you will receive a confirmation email from Kate Williams, Career Services representative. If you receive an email stating that your academic deliverables are inadequate, please follow-up by contacting Kate Williams at 505-277-8441 or [kwill07@unm.edu](mailto:kwill07@unm.edu).
3. **To receive 3 hours of concentration course credit**, you must meet with a Faculty Concentration Advisor to obtain final approval of your academic deliverables and internship. This step should be completed after you have received a confirmation email from Kate Williams via email. A list of Faculty Concentration Advisors can be found at: <http://jobs.mgt.unm.edu/intern/students.asp#ADVISORLIST>. Concentration credit for the internship is subject to faculty approval.
4. **To receive 3 hours of elective course credit**, you must meet with Professor Ross to obtain final approval of your academic deliverables and internship. Professor Ross can be reached at [hrmanswers@msn.com](mailto:hrmanswers@msn.com). This step should be completed after you have received a confirmation email from Kate Williams, via email. Students will register for CR/NC if receiving elective credit for the internship. In order to do so, students will need to fill out the following form: <http://registrar.unm.edu/forms/EnrAuth-GradeMode.pdf>. The form can be brought to the ASM Advisement & Career Services Office for instructor signature. The form will automatically be sent to the appropriate office to be processed.

5. After academic deliverables have been agreed upon, the faculty will submit their approval of your *Application for Academic Credit for Internship* form via email to Kate Williams in the Career Services Office. Kate will approve the internship online and will submit the original form to Professor Karen Ross.
6. Student can register for MGT 497/697 after receiving final notification from Kate Williams.

### **Important Contact Information:**

Karen Ross, Internship Supervisor: [hrmanswers@msn.com](mailto:hrmanswers@msn.com)

Kate Williams, Anderson Career Services: [kwill07@unm.edu](mailto:kwill07@unm.edu)

Faculty Internship Advisors – a list can be found at: <http://jobs.mgt.unm.edu/intern/students.asp#ADVISORLIST>

### **Internship Grading Criterion**

Completion and quality of the Academic deliverable	75%
Completion of final folder	5%
Completion of bi-monthly summary of activities in support of academic deliverable	10%
Completion of Employer Evaluation by the student	5%
Completion of Student Evaluation by the employer internship supervisor	5%

### **Internship Course Syllabi**

[MGMT 497/697 Internship Course Syllabus](#)

[MGMT 565/493 HR Internship Course Syllabus](#)

### **Internship Registration Timeline**

#### **Spring:**

Student must be registered for the internship course by March 1st to obtain credit for the spring semester. If past this date, please see “After the term” instructions.

(10 weeks before end of semester)

#### **Summer:**

Student will register for summer internship credit for the fall semester. The student will complete the internship requirements (academic deliverable, bi-monthly summary of activities, evaluations, & final folder) during the time frame the internship is completed, which is not necessarily during the semester that the student registers for the course.

\*Please note that many faculty members are not on campus during the summer term. You will work with Kate Williams in Career Services to ensure that you meet the requirements for obtaining credit.

## Internship Registration Timeline continued

### Fall:

Student must be registered for the internship course by October 1st to obtain credit for the fall semester. If past this date, please see “After the term” instructions.

(10 weeks before end of semester)

\*The University Registrar has agreed to waive the late registration fee for students who register after the UNM deadline (~3 weeks after the semester starts).

The enrollment authorization during the term needs to be filled out, Advisement will fax to Dr. Paula Smith-Hawkins in Registrar’s Office.

The form is available at: <http://registrar.unm.edu/forms/EnrAuth-DuringTerm.pdf>

### After the term:

Student will register for internship credit the following semester (i.e. secures internship in April, will register for fall internship credit). The student will complete the internship requirements (academic deliverable, bi-monthly summary of activities, evaluations, & final folder) during the time frame the internship is completed, which is not necessarily during the semester that the student registers for the course.