



UNM ANDERSON SCHOOL
of MANAGEMENT

Student Internship Guide

*"Education is not preparation for life: Education is life itself."
- John Dewey (1859-1952)*

Anderson School of Management Career Services Contact Information

Anderson Career Services Center

505.277.3290

careerservices@mgt.unm.edu

<http://jobs.mgt.unm.edu/>

Internship Coordinator/Career Development Facilitator

Kate Williams

505.277.3290

Kwill07@unm.edu

For help with your resume, practice interviews, career advising, career fair information, and job/internship search assistance.

Why Should You Enroll in an Internship?

1. To gain knowledge and skills related to your major and/or anticipated career field.
2. To acquire the work-related experience that employers value, fill in the gaps on your résumé, and strengthen your candidacy for post graduation jobs or graduate school.
3. To augment your academic study by trying out in a “real world” context what you have learned without making a long-term commitment.
4. To practice professional behavior and learn how organizations function.
5. To achieve personal growth and build confidence as you take on new challenges.
6. To practice employment interviewing skills and experience the hiring process.
7. To experience being an independent thinker and learner.
8. To gain the opportunity to get your foot in the door for possible full-time employment after graduation.
9. To network with contacts in an occupational field or industry and learn from some of the best minds in the business.

Internship Requirements and Policies

For all Internships:

- An important element that distinguishes an internship from a short-term job or volunteer work is that an intentional “learning agenda” is structured into the experience.
- To allow for adequate job development, students should begin the internship process at least one semester prior to the semester in which they intend to participate.
- Intern must work at least 160 hours during the semester to receive 3-hour course credit.
- Intern must have successfully completed at least six (6) credit hours of prior concentration coursework for the internship **to count for concentration credit**.
- The internship must be related to the student’s concentration area.
- Like all other elective courses in the concentration, this course may only be taken one time for credit towards the completion of the degree.
- Intern must have an employer internship supervisor to train, mentor, and evaluate him/her.
- Placement may be in either a for-profit or non-profit setting.
- Internships may be paid or unpaid, for credit or non-credit, full- or part-time.
- If the internship is unpaid it must meet Department of Labor ‘test for unpaid Interns’ (<http://www.wagehour.dol.gov>).

For-Credit Internship:

- Internships are part of your educational program, carefully monitored, and evaluated for academic credit.
- Students seeking an internship would need to speak with their Internship Concentration Faculty Advisor to determine concentration/departmental requirements. Some departments differ on minimum GPA, so Internship Faculty Advisor pre-approval is required.
- Students who find an internship **on their own MUST have the internship approved for credit** by the appropriate Internship Concentration Faculty Advisor prior to acceptance of the position and class registration.

- Academic internships must be 10-16 weeks in length with a minimum total of 160 hours. Consult Internship Coordinator, Kate Williams, for specific requirements.
- Internship placements ideally run concurrently with academic semesters: Fall (Aug—Dec), Spring (Jan—April), or Summer (May—Aug). If you are planning to secure an internship that does not run concurrently with a semester, please contact the Internship Coordinator, Kate Williams, immediately.
- Students will receive credit only for internships for which they have pre-registered. No retroactive credit will be given for internships completed during a prior semester.
- If your internship is not completed within the semester timeframe, YOU must request an incomplete from your Internship Course Instructor.

Non-Credit/Volunteer Internship:

- Anderson School of Management does not require an internship, but it is highly recommended to position yourself to be successful in the job search process.
- Students are requested to register their internship with the Career Center Internship Coordinator prior to the start of the internship (Kate Williams, kwill07@unm.edu).
- Internships are part of your education program and should be carefully monitored by an assigned supervisor in the organization.
- Non-credit placement may vary in length and commitment of hours. Requirements are normally dictated by the business and/or project specifications.
- Upon completion of the internship, students are requested to file a site evaluation with the Internship Coordinator.

Internship Key Contacts & Responsibilities

The Anderson School of Management internship programs help you apply the knowledge you have learned in the classroom and teach you skills not easily taught in the traditional academic setting. Internships also help you understand the process needed to find a job after graduation. Below you will find a list of what you can expect from an internship and what is expected of you.

Student:

- Initiate and commit to the process.
- Meet timelines and deadlines.
- Research and search out possible internship sites.
- Write and produce a professional resume.
- Interview with several organizations.
- Conduct yourself in a businesslike and ethical manner.
- Treat confidentially all information acquired about the organization while interning.
- Communicate with all required departments/employer via electronic email, face-to-face, or telephone as required. It is **crucial** that you begin checking your student email regularly.
- Communicate with your Internship Instructor should problems, absenteeism, or other issues arise during the internship.
- Meet with your Faculty Concentration Advisor prior to the beginning of the internship to receive the department's requirements and pre-approval to participate in the internship if you plan **to receive academic credit** for your internship
- Track work hours. **You are required to complete specific hours and outcomes for your academic internship.** Consult with your Concentration Advisor for specific requirements.

Faculty Concentration Advisor:

- Determine if an internship meets the requirements for department academic credit.
- Set clear department guidelines and orientation to the process.

MGMT 497/697 and MGMT 565/493 Course Instructors:

- Provide centralized administration for oversight of coursework and evaluations.
- Monitor the student's activities to ensure that the internship experience is academically sound.
- Assign the grade given to the intern.

Internship Coordinator (located in the Anderson Career Services Center):

- Provide an organized system for finding internships.
- Respond to questions within a reasonable time period.
- Provide centralized administration for registration and evaluations.
- Provide accessible career advising, resume writing, interviewing skills, an online database of internships, personal support, and coaching.
- Provide clear guidelines and an orientation to the internship process.

Understanding the Process

For all internships:

1. **Orientation/Information Session** - Call 505.277.3290 or stop by the Career Center to register for a mandatory Internship Orientation/Informational Session. Internship Orientation workshop will be scheduled weekly; if you cannot attend a workshop, please make an individual appointment with the Internship Coordinator.
2. **Meet with your Faculty Internship Concentration Advisor** to discuss your goals and interests for the internship. Discuss internship options: Internship for Concentration credit or Internship for Elective credit. Discuss Academic Deliverables. See additional details below:

To receive academic credit for the internship, the student and his/her **Faculty 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 Faculty Advisor. However, the Faculty 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 following are required:

- A. Bi-weekly learning logs submitted electronically throughout the 16 week internship.
- B. An oral presentation to the Internship Instructor, faculty and staff the final week of class, 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. Presentation date will be announced the first week of class to facilitate scheduling.
- C. The Final Folder must be turned in a week before the due date if the student is in his/her graduation semester, to make sure that the course grade is reported on time. The final folder should contain the following:
 - Your objectives for the internship
 - Hours worked statement from the internship provider
 - Your resume
 - Overview of your concentration area (human resources, marketing, operations, etc.) and the context of the internship within the concentration
 - Description of the organization and the department to which you were assigned
 - Outline of the management structure, finances, and personnel
 - Strengths and weaknesses of the organization
 - Recommendations for the organization
 - Personal conclusions of what you have learned and accomplished (How well did you reach your objectives?)

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

- A. Bi-weekly learning logs submitted electronically throughout the 16 week internship.
 - B. An oral presentation to the Internship Instructor, faculty and staff the final week of class, 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. Presentation date will be announced the first week of class to facilitate scheduling.
 - C. The Final Folder must be turned in a week before the due date if the student is in his/her graduation semester, to make sure that the course grade is reported on time. The final folder should contain the following:
 - Your objectives for the internship
 - Hours worked statement from the internship provider
 - Your resume
 - Overview of your concentration area (human resources, marketing, operations, etc.) and the context of the internship within the concentration
 - Description of the organization and the department to which you were assigned
 - Outline of the management structure, finances, and personnel
 - Strengths and weaknesses of the organization
 - Recommendations for the organization
 - Personal conclusions of what you have learned and accomplished (How well did you reach your objectives?)
3. **Develop/update your resume** - In order to interview with companies for an internship position, you need to have a comprehensive, professional, and current resume. Career Services is available to help you develop or update your resume. You may attend scheduled an appointment by calling 505.277.3290.
4. **Create an account on Lobo Career Connection**, <https://unm-csm.symplicity.com/>, and begin searching the online database of internship possibilities or check out opportunities on the “Internships” tab on the Anderson website at <http://jobs.mgt.unm.edu/>. Other sources of internships:
- ✓ 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.
 - ✓ Talk with your professors, fellow students, student organization members, anyone and everyone about internships they may know about.
 - ✓ 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.

- ✓ 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.
 - ✓ Use NACElink, <http://jobs.mgt.unm.edu/jobsearch.asp>, to search for internships listed across the country.
5. **The Career Services Center Internship Coordinator is available to support you during this process.** Feel free to call (505.277.3290), email (kwill07@unm.edu), or stop by to schedule an appointment if you are experiencing difficulties.
 6. Review the **Internship Learning Agreement** with any/all potential Internship Supervisors. After securing your internship, obtain your Employer/Site Supervisor's signature on your Internship Learning Agreement.
 7. Contact your **Faculty Concentration Advisor** to confirm learning objectives and academic deliverables for credit internships (Concentration or Free Elective credit). Obtain faculty signature on "Internship Learning Agreement".
 8. **Carefully review the Student Internship Guide** and sign your "Internship Learning Agreement".
 9. Contact the **Career Services Internship Coordinator** to obtain Coordinator's signature on the "Internship Learning Agreement".
 10. **Register for MGMT 497/697 or MGMT 565/493 only** after your signed **Internship Learning Agreement** and **Student Agreement Form** (last page of this document) have been submitted to the Internship Coordinator. **You may register no later than the last day of Drop/Add in the appropriate semester.**

Faculty Internship Concentration Advisors

Accounting:	Craig White
Entrepreneurial:	Raj Mahto
Finance:	Leslie Boni
HR:	Jackie Hood
IFDM and MIS:	Nick Flor
Information Assurance:	Alex Seazzu
International Management:	Dante Digregorio
Marketing:	Catherine Roster
MOT:	Sul Kassiech
Operations:	Douglas Stewart
Org Leadership:	Scott Taylor
Policy/Planning:	Shawn Berman

Internship Expectations

Please review the following **Expectations for Professional and Ethical Behavior**. As an intern, you are expected to represent the Anderson School of Management in the following manner:

- Your conduct should make the employer want to host students from the Anderson School in the future.
- Maintain confidentiality regarding work-related personnel and projects at your site.
- Understand what constitutes permissible work absence and who to notify if you will be absent.
- Changes in your work duties, supervision, or problems at your site must be reported to the Anderson Internship Instructor or the Anderson Internship Coordinator.
- Let your supervisor know if you will be absent from work during any UNM Anderson holidays and/or academic vacations. It is important to remember that the company does not function on an academic calendar, so keep your supervisor informed of your schedule
- **If you feel victimized by a work-related incident, you should contact your Internship Instructor or the Internship Coordinator immediately!**
- Be positive and supportive.
- Keep an open mind; avoid jumping to conclusions; try to make informed judgments.
- Be observant — see how people organize their ideas and respond to situations.
- Communicate — keep people informed in a useful and succinct way, listen, and ask questions.
- Be fair, considerate, honest, and cooperative when dealing with co-workers.
- Assert yourself and your ideas in an appropriate and tactful manner.
- Seek feedback from your supervisors, accept suggestions for corrective changes in behavior, and attempt to improve performance.
- Dress appropriately and as required by employer.
- Follow through with commitments.
- Do not conduct personal business during work hours — i.e. use computers at work for personal reasons.
- Be prompt and on time to work and carry out assignments; give it your best effort.

During your Internship:

- **On-Site Visits.** The Internship Coordinator will visit random sites each term. If you are selected for an on-site visit, a brief interview will be conducted with you and your supervisor. A digital photo may be taken of you at your site. Your photo may be utilized on our website and other marketing materials

Wrapping up your Internship:

- **A Final Evaluation** will be sent to your site supervisor. We encourage you to be involved in this review process and to encourage your supervisor to complete them on time.
- You will receive a **Post-Internship Evaluation** as you finish up your internship. Please take time to reflect on your experience and complete the form. We sincerely appreciate your honest feedback about your experience.

- **If your internship is not completed within the semester timeframe, YOU must request an incomplete from your Course Instructor.**

Maximizing Your Internship Experience

Yes, the intent of your internship is to determine whether you like the job while simultaneously building your resume and gaining priceless experience in the workforce. However, there are several other work-related essentials you should consider while on the job.

1. Maximize communication with your supervisor. Together you should develop a clear plan of action for the course of the internship. Communicate frequently and clearly your progress and ask for feedback on a weekly basis.
2. Expect some busywork! All internships, and most jobs for that matter, require some menial tasks. While your internship evolves beyond busywork, do not expect to be running the show.
3. Go above and beyond. Be sure to volunteer for extra assignments - something that will show off your ideas and prove your value to the company. Do not be satisfied with just getting the job done - do it well! Show up for work early. Go home late.
4. Access your internal resources. Interns tend to have access to meetings, inner workings of the company, and exposure to all levels of management that other outsiders may not. Network with employees and start building professional contacts with everyone you meet.
5. Get a recommendation! While you are still fresh in the minds of your supervisor and co-workers, make sure to ask for a letter of recommendation or a future reference.
6. Keep in touch with co-workers. This is an easy way to get company updates and keep your name current when hiring decisions are made.

Finish Strong!

To maximize the value of your experience, finish your internship with the same energy and commitment with which you began. Here are a few final thoughts:

- Bring your projects to completion—show them you have what it takes to close the deal.
- Make sure your work leaves a positive imprint on the company.
- Ensure a smooth transition of data by putting together a thorough report so that whoever takes over your responsibilities is not left hanging.
- Make it personal. Send a thank you letter to your supervisor and to anyone you feel was helpful to you. Impress them by expressing a sense of honor and integrity.



Student Agreement Form

I, _____, have received a copy of the **Student Internship Guide** and understand that I am responsible for abiding by all stated instructions and policies.

Signature: _____

Date: _____

Site Supervisor Information (Please Print):

Name: _____

Title: _____

Company: _____

Phone: _____

Email: _____

Sign and submit to the Anderson Internship Coordinator in the Career Services Office.