



**DONALD W. MAINE
SCHOOL OF BUSINESS**

Sneden MBA Program

**CAPS 790
MBA Capstone Internship
Guidebook**

Revised: February, 2011

Table of Contents

I. General Overview.....	3
II. MBA Internship Process	4
III. Introduction to MBA Internships.....	5
IV. Evaluation of the Internship	5-6
V. How Do MBA Students Benefit from an Internship Experience?.....	6-7
VI. Getting Started.....	7
VII. DU CareerNet Instructions for Students	8
VIII. Internships Require Teamwork.....	8-10
Employer Responsibilities	8
Davenport University Responsibilities	8-9
Student Responsibilities.....	9-10
IX. Deadlines	10
X. Common Questions & Answers.....	10
XI. Special Note to International Students	11-12
XII. Student Checklist for CAPS 790 Internship.....	13
XIII. Forms	14-26
<u>Appendix A: A Note to MBA Health Care Management Concentration Students</u>	<u>27</u>

I. General Overview

Dear Graduate Student,

The purpose of this guidebook is to explain details of the CAPS790 Capstone Internship. During the past year, the MBA staff has spent considerable time designing and implementing the capstone internship program. We welcome any comments that would be helpful for the update of this guidebook. If we have not answered all your questions, The Sneden MBA Program staff is eager to assist you. Feel free to call or e-mail your MBA Department Coordinator.

This course is designed for graduate students nearing completion of their MBA degree who wish to pursue an internship. Effective internships relate to the student's professional goals, require the student to function within the standard procedures of the setting, and require the student to assume increased specified responsibilities. A cumulative GPA of 3.0 is required to take the course. Because the work for the CAPS 790 is ordinarily a culminating experience, students may enroll for CAPS790 only when the MBA Department Coordinator deems the student has completed all appropriate course work and any other requirements that should precede the internship. It is recommended to meet with Career Services at least one semester prior to the start of Internship.

In general, 150 hours of career related work time shall be required at the employment site. The Internship requires written reports and oral presentations based on the learning experience equivalent to the requirements of Capstone 799. CAPS 790 will be offered in a 15 week format (12 weeks during the Spring/Summer session).

The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. A grade of B or better must be earned to pass this course successfully. The internship must be for a new job or position. Therefore, students will not receive credit for an existing position or for past work completed.

Prerequisite(s): Core courses completed, and 30 credit hours of the concentration courses completed.

Note: A Criminal Background Check, fingerprinting, drug screening, proof of insurance, or other risk management processes may be required by the internship site. This is particularly true for health care organizations in which interns may have direct patient contact. For students in the Health Care Management concentration of the MBA program, please see Appendix A for special instructions.

II. MBA Internship Process

See your Advisor. He/she will make sure you meet the 3.0 minimum GPA and prerequisite course requirements for the internship (completed all core courses and 30 credit hours).



See your Career Services Coordinator. He/she will work with you on an approved resume and assist you with interview skills to prepare you for your internship search.



BEFORE an internship site is identified/approved, give the following to your MBA Department Coordinator:

1. Your completed Application for Internship
2. Your resume approved by your Career Services Coordinator and transcripts



Search for potential internship sites. These sites can be found with the help of Career Services, Department Coordinators, Faculty, or your own connections. Before submitting your resume and cover letter to potential sites, discuss these potential sites with your MBA Department Coordinator.



If the employer accepts you for an interview, you must provide the employer with the Internship Employer Acceptance Form. If the employer agrees to hire you, he/she must email or fax the Employer Acceptance Form and the Davenport-Organization Experiential Learning Agreement to the designated faculty member, unless one is already on file in the DU Career Net database.

Internship Paperwork Deadlines

<i>Session</i>	<i>Paperwork Submission Deadline</i>	<i>Approval Deadline</i>
Fall semester	July 15	August 15
Winter semester	December 1	December 15
Spring semester	April 1	April 15

To schedule an appointment with an Advisor or with Career Services, please call:

Lettinga: 616-554-5340
Lansing: 517-484-2600
Livonia: 734-943-2800
Traverse City: 231-995-1740
Warren: 586-620-4176

Contact information for Dept. Coordinators

Lettinga, Battle Creek, Kalamazoo & Holland:
Marjolijn van der Velde: 616-871-3965
Lansing & Traverse City: Larry Simpson: 517-367-8245
Livonia: David LaBeau: 734-943-2858
Warren: James Loughran: 586-620-4080

III. Introduction to MBA Internships

Internship

Internships provide students an opportunity to gain real world experience and apply classroom concepts in an employment setting. Internships offer students a chance to take on a responsible role within an organization and to grow personally and professionally. Internships may be paid, but are often unpaid. All internships at Davenport University earn credit. At Davenport University, internships are offered at the Associate, Bachelor and Graduate levels.

MBA Internship

In the MBA program, the internship course is CAPS 790. The MBA student can choose to take CAPS 790 instead of CAPS 799 or SABR 781. In general, 150 hours of career related work time shall be required at the employment site and evidenced by reports filed by the student and verified by the site supervisor. **The Internship also requires written reports and oral presentations based on the learning experience.** An appropriate faculty member and the placement site supervisor will evaluate the student's performance. A Criminal Background check and drug screening may be required by the Internship site. A grade of B or better must be earned to pass this course successfully.

Students must have all MBA core courses completed, and 30 credit hours of the concentration courses completed. Students should discuss all requirements with their MBA Department Coordinator.

Receiving Credit

To receive credit for the internship, students will be required to register and pay for the internship course just as they do for any other class for credit. During the internship, students will meet a minimum of three times with the MBA Coordinator/faculty member to discuss the internship experience.

IV. Evaluation of the Internship

The written reports and oral presentations are evaluated based on the attributes below. Students should use this as a checklist for self-evaluation. The evaluating faculty will be in communication with the internship site supervisor throughout the duration of the experience.

Written Reports

- The content of all papers reflects clearly the objectives of the assignment and integrates learning experiences from the internship
- Literature review is a substantial part of the body of the paper
- Information is objectively portrayed and analysis is accurate
- The paper is logically organized and contains appropriate heading titles
- Grammar, punctuation and spelling are appropriate and depict writing at the graduate level
- All papers are written according to APA format, 6th edition
- A conclusion adequately summarizes the body of the paper or provides sound recommendations
- Bibliography is adequate for a paper of this type

- The appendices are a relevant part of the paper
- The paper is appropriate in length

Oral Presentations

- The objectives of the project are clearly defined in the introduction of the presentation
- The content of the presentation is logically organized
- The student is poised and professional in delivery and demonstrates a high-level of communication skills
- Delivery is suited to the type of audience and the student appears comfortable with the audience
- The student's use of audio-visual technology is appropriate for the project being presented
- The student keeps within allotted time frame

Final Grade

The lowest passing grade in this course is "B." All course requirements must be submitted on or before the last day of the session. An Incomplete ("I") grade is only submitted in extreme circumstances. Please refer to the [DU Graduate Catalog](#) for the policy on Incompletes. Students who do not pass the course may repeat it once at a different site.

V. How Do MBA Students Benefit from an Internship Experience?

Through internships, MBA students gain practical work experience and increase professional skills. The credits earned are applied to students' degrees, and the related work experience makes students more attractive to employers after graduation.

Internships also provide students the opportunity to:

- Make informed career decisions
- Apply new skills and experiences to classroom instruction
- Gain academic credit toward graduation
- Enhance resumes, references, and work experience
- Develop professional skills
- Receive on-the-job training from knowledgeable people
- Experience industry firsthand
- Use specialized facilities and equipment on the job
- Grow in self-confidence, maturity and judgment
- Establish professional contacts within their field of study

Completing an internship is one of the most important things students can do in their college career. The facts from a 2008 survey by the National Association of Colleges and Employers speak for themselves:

- The percentage of interns receiving full-time job offers as a result of their internships *increased from 56.9 percent in 2001 to 69.6 percent in 2008.*
- The percentage of *interns converted to full-time employees has increased from 35.6 percent*

- in 2001 to 50.5 percent in 2008.
- Students from internship programs are “*more successful as employees*” than those drawn from outside of the internship process.

VI. Getting Started

One or Two Semesters Prior to the Start of the Internship

Two semesters before beginning an internship, the student should contact his/her Advisor. The Advisor will check to see if the student has met the academic requirements for the internship. The Advisor will also provide the student with a copy of this guidebook, and review the enrollment process with him/her. In addition, the Advisor will enter the student’s name on a wait list for the appropriate internship. He or she will also give the student a checklist explaining much of what is in this guidebook (see p 13).

Next, the student should complete the **MBA Internship Intent Form** (see p. 15) and return this to the Career Services Office. The purpose of this form is to assist Career Services staff to help students to identify an appropriate internship site. **This form should be completed at least two semesters before the semester in which the student wants to complete the internship.** After this form is complete, the students should meet with a Career Services Coordinator who will assist with the search for an appropriate internship site. Career Services will also help the student to prepare a resume, and get ready for an interview.

Following the visit to Career Services, the student should meet with the MBA Department Coordinator in his/her degree program. Department Coordinators oversee internship education. The student and the MBA Department Coordinator will meet and review the requirements of the internship experience, as well as discuss appropriate employer sites.

The Department Coordinator will ask the student to complete the “Application for Internship” (found at the back of this packet).

The student then arranges an internship at the potential site, making sure to provide the employer with the Internship Employer Acceptance form and the Davenport-Organization Experiential Learning Agreement Form. Following the interview, the employer will fax the completed forms to the appropriate Department Coordinator.

If the student has been accepted, the Department Coordinator will notify the Advisor and the student will be registered for the appropriate class. If the student has not been accepted, then she or he should return to Career Services for some coaching, debriefing, and to resume the search for an internship opportunity. Remember that it often takes more than one try to find the perfect internship fit.

VII. DU CareerNet Instructions for Students

CareerNet is a software program that students may access to search for internship and employment opportunities. Log in to [Davenport](#) with your username and password. In the Career Services channel on the home page, press "Click here to Access" to log in to DU CareerNet.

VIII. Internships Require Teamwork

Internships involve three parties: Davenport University, the student, and the employer. Each party must pursue similar goals for the experience to be successful. See the "Davenport University-Organization Experiential Learning Agreement Form" and "Student Experiential Learning Agreement Form" (found at the back of this packet) for more information.

Employer Responsibilities

- Employers provide the appropriate learning opportunities for the student, as related to the expected learning outcomes in the student's field of study.
- Employers verify that the job will give the student experience related to his/her major field of study.
- Employers provide supervision and evaluation of the student's performance.
- Employers supervise work assignments, which should be planned progressively so that the student can move from the more routine activities early in his/her program to more complicated responsibilities as he/she matures and gains more academic and employment background.
- Employers provide the student with an orientation to relevant organizational arrangements, procedures, and functions.
- Employers meet with the student regularly, and are available for counsel and advice for the duration of the experience.
- Employers should also bring to the immediate attention of the assigned Davenport faculty member problems which may arise with a student.
- Employers should communicate and maintain a working relationship with the assigned Davenport faculty member.
- Employers should also pay the student wages, if appropriate.
- Employers will notify Davenport University promptly of any claims advanced involving a Davenport student.
- Employers must operate in congruence with the Davenport University policy of equal opportunity: the University prohibits discriminating against anyone based on age, color, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, weight, or disability. Derogatory comments, slurs, statements, jokes, or other derogatory or objectionable conduct in violation of this policy should be reported to the Department Coordinator.

Davenport University Responsibilities

- Davenport University will retain responsibility for the supervision and education of internship students.

- Department Coordinators, division chairs, Career Services or other DU personnel will identify potential internship sites and share this information with Career Services and Davenport faculty.
- Department Coordinators will assign appropriate faculty to internship classes.
- Department Coordinators (or delegated faculty members) are responsible for approving internship sites, including site visits, if necessary, and for placing students prior to finalization.
- Department Coordinators (or delegated faculty members) will teach and/or supervise the internship class, using the approved syllabus.
- Davenport University will grant credit and a grade after the following responsibilities have been met:
 - a. Student has successfully completed the internship papers and oral presentations
 - b. Student has performed satisfactorily in the internship assignment, and has completed all academic requirements of the course
 - c. Student has attended meetings and/or classes, if appropriate, arranged by the assigned faculty member
 - d. Employer has submitted the Internship Employer Evaluation Form, and/or other forms, as mandated by the program
- Davenport University retains the discretion to change or terminate any student internship assignment.

Student Responsibilities

- Students are subject to the rules and regulations of the employer and of the DU Student Experiential Learning Agreement.
- Students must submit a current and accurate resume.
- Students must meet with assigned Davenport University Department Coordinator and ensure that program participation requirements are met.
- Students must be accepted at the internship site.
- Students must schedule and finalize for the appropriate class, once approval has been granted.
- Students must maintain standards of professional excellence: promptness, professional appearance, enthusiasm, willingness to learn, initiative, dependability and confidentiality.
- Students must provide feedback to the faculty member concerning job progress and satisfaction or dissatisfaction.
- Students must communicate to the faculty any change in responsibilities not previously identified/agreed upon. Students will also document and supply a rationale for the change. There must be a consultation that includes the faculty, the site supervisor, and the student if there is a substantial change.
- Students must complete the entire semester or session for which they are enrolled in the internship program. Students are expected to stay in the same job throughout the entire semester or session, unless approved by the Department Coordinator. Quitting is not acceptable without prior approval from the Department Coordinator.
- Students recognize that the opportunity for assignment to and completion of an internship opportunity is an earned privileged. Students have no right to an internship opportunity unless they can satisfy the prerequisites and the performance and behavioral

requirements associated with the completion of the internship opportunity, including the evaluation criteria.

- Students must attend all meetings, classes, and/or scheduled work dates, as appropriate, and as arranged by the assigned faculty member.
- Students must complete all course assignments.

IX. Deadlines:

<i>Session</i>	<i>Paperwork Submission Deadline</i>	<i>Approval Deadline</i>
Fall semester	July 15	August 15
Winter semester	December 1	December 15
Spring semester	April 1	April 15

X. Common Questions & Answers:

Q1. What are the prerequisites and academic requirements for CAPS 790? Students must have all MBA core courses completed, and 30 credit hours of the concentration courses completed. Students should review these with their Advisor and/or Department Coordinator. A cumulative GPA of 3.0 is required to take the course. A Criminal Background check and drug screening may be required by the Internship site. A grade of B or better must be earned to pass this course successfully.

Q2. What is my rate of pay? The rate of pay for internships will be set by the employers. Note that many internships do not offer wages. Upon successful completion of the course, students will receive University credit. Internship work assignments do not qualify students for unemployment benefits, and students cannot file for such benefits upon completion of their work assignments or termination of the training assignment for any reason.

Q3. How many hours do I work per week? In general, 150 hours of career related work time in total shall be required at the employment site. A student's weekly schedule may vary due to the needs of the employer.

Q4. What is required of me, and how will I be evaluated? The Internship requires a written report and oral presentations based on the learning experience. An appropriate faculty member and the placement site supervisor will evaluate the student's performance. The student's performance evaluations will be based on the faculty member's review of the supervisor's written evaluation of job performance, and the student's academic performance in the course. Students are expected to perform well on the internship job site, and to complete the required course assignments. The faculty member will also confirm that the required number of hours were worked, and will assign a letter grade.

Q5. What if I interview, but I am not offered an internship by the employer? Don't panic! It may take more than one interview to be offered an internship. This is a great opportunity to meet up with your Career Services Coordinator to practice interviewing and learn other important job search tips and strategies.

XI. Special Note to International Students

Questions & Answers for International Students Pursuing Internship /or CPT Employment

1. **What is CPT?** Curricular Practical Training (CPT) is an off-campus employment option available to international students on F-1 visa status. According to immigration regulations, the employment may be an internship, cooperative education job, a practicum, or any other work experience that is either required for your degree or for which academic credit is awarded.
2. **What are the CPT eligibility criteria?**
 - a. Completed one academic year enrolled full-time at the campus identified on I-20 (excluding ESL)
 - b. Employment must be an integral part of the degree program or requirement of a specific course
 - c. Have a paid employment offer for work experience that has been approved for academic credit(s)
 - d. Enrolled full-time during the semester that CPT is being considered (except summer or final semester)
3. **What effect does CPT have on Optional Practical Training (OPT)?** Engaging in 12 or more cumulative months of full-time CPT employment during an academic level will disqualify the applicant from applying for post-completion OPT.
4. **What is considered part-time CPT employment?** Employment for 20 hours or less per week while you are enrolled for classes is considered part-time curricular practical training. The employment authorization will be noted on the third page of the I-20 and will specify maximum hours authorized to work.
5. **What is considered full-time CPT employment?** Employment for more than 20 hours per week is considered full-time. The employment authorization will be noted on the third page of the I-20 with "Full-Time." You may apply for multiple CPT employment authorizations as long as eligibility criteria are met. However, participating in twelve months or more full-time cumulative curricular practical training disqualifies the applicant for post-completion OPT.
6. **How do I apply for CPT employment authorization?**
 - a. Consult with the P/DSO in the International Office to determine your eligibility for CPT
 - b. Consult with your academic advisor to determine if and how the CPT applies towards your degree program
 - c. Obtain approval from the Department Coordinator for the proposed employment opportunity
 - d. Present the P/DSO in the International Office the completed CPT Application Form (see pp. 20-21 in this guidebook)
 - e. CPT is authorized by the P/DSO in the International Office; it does not require approval from the United States Citizenship and Immigration Service (USCIS). A new SEVIS I-20 will be issued denoting employment authorization on page three.

- 7. Who do I call with questions regarding CPT?** Davenport International Office
Tel: 616.554.5317 Fax: 616.554.5239 or international.studiesprogram@davenport.edu

A few requirement reminders

1. Upon CPT approval, apply for a Social Security Card, unless you already have one
2. Report any change in employment
3. End employment by the CPT expiration date noted on the third page of the I-20
4. If needed, apply for CPT employment authorization extension – granted only by the P/DSO
5. Employment beyond CPT expiration date on the I-20 is a violation of immigration law and cause for termination of status.

XII. Student Checklist for CAPS 790 Internship

STUDENT CHECKLIST FOR CAPS 790 INTERNSHIP
--

Student Name: _____
 MBA Concentration: _____
 Semester/Year of Internship: _____
 Advisor: _____

CAPS 790 Prerequisites: Have the following prerequisites been met?

1. Completion of core courses

ACCT 640	_____
BUSN 650	_____
ECON 625	_____
FINC 620	_____
MGMT 645	_____
MKTG 610	_____

2. Completion of 30 credits in the MBA program at the 600-level and above. _____

Application Requirements: Has the following paperwork been completed?

1. Student Application for CAPS 790 Internship	_____
2. Resume approved by Career Services Coordinator	_____
3. Transcripts submitted to MBA supervising faculty	_____
4. Internship Employer Decision Form	_____
5. Davenport University-Organization Experiential Learning Agreement Form	_____
6. Student Experiential Learning Agreement Form	_____
7. International Student CPT Application Form (if applicable)	_____
8. Internship Position Description Template (use template on p. 23)	_____

XIII. Required Forms

STUDENT APPLICATION FOR CAPS 790 INTERNSHIP
--

Desired semester and year of participation: _____

Student Name: _____ ID Number: _____

MBA Concentration: _____ Credit Hours Completed _____ GPA _____

E-mail: _____ Address: _____

Daytime Phone: _____ Evening Phone: _____

U.S. Citizen _____ Resident Alien _____ Other _____ Anticipated Grad Date: _____

Do you have reliable transportation? Yes _____ No _____ Hours you can work per week: _____

Days you can work: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____

Work experience related to your field of study? Yes _____ No _____ If yes, how many years? _____

READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

I certify that the information on my application and resume is true and accurate to the best of my knowledge. I grant permission to send out copies of my resume and unofficial transcripts (when requested) to supervisors to assist in the process of obtaining an internship position which the DU staff considers appropriate at any time. When possible, the staff will attempt to get prior verbal approval. Once I have received site and application approval, I agree to finalize for the appropriate internship class.

I grant permission to have Davenport University contact my employer/supervisor to verify my employment, send correspondence and evaluation forms during the semester in which I am participating.

I agree to fulfill all the requirements of the internship program as outlined by my Internship Supervisor, Davenport Departmental Coordinator or authorized faculty member and in the appropriate course syllabus.

I understand that if I have a need for accommodation to complete successfully the internship opportunity, I need to follow the request for accommodation procedures outlined in the Student Handbook and work with the Disability Services Coordinator at my Davenport location.

I understand I must obtain a 3.0 on the Internship evaluation in order to pass CAPS 790.

Student Signature: _____ Date: _____

ATTACH CAREER COORDINATOR APPROVED RESUME AND UNOFFICIAL TRANSCRIPTS.



STUDENT FORM MBA Internship Intent

**** Seeking Student:** Fill out this form as completely as possible 2-3 semesters ahead of when you would like to begin your internship and return to Career Services for development as time allows or as we are approached by employers seeking out our students.

STUDENT INFORMATION

Student Name: _____ Student ID: _____

Email: _____ Phone: _____

*Degree Attaining: _____ *Specialty: _____

Desired Companies / or Industries: _____

Have you had Initial Contact with a potential internship employer? If so: _____ *Last Name: _____

Contact First Name: _____

Title: _____ * Contact e-mail: _____

Referred By: _____ Relationship: _____

*Company Address: _____

*City: _____ *State: _____ *Zip: _____

*Phone: _____ *Fax: _____

DU INSTRUCTORS ASSISTING YOU: _____

INTERNSHIP INFORMATION

*Desired Position Type: Full-time Part-time Internship Work Study (On Campus) Volunteer Temporary/Seasonal Work Study (Off Campus) **Check all that apply!**

*Job Title of Desired Position(s): _____

*Brief Description of Desired Tasks / Professional Development: _____

*Hours of Availability: _____

*Paid or Unpaid Needed / Salary Level: _____

*Desired Start Date: _____ *Desired Geographic Location: _____

*Desired End Date: _____

Remember: As long as you are not a part of an Allied Health Program (Health Services Admin, HSAD495, Health Info Tech HINT297 / 297c, Health Insurance Claims Mgmt HINT 296 / 297c, Medical Case Mgmt 495) you are encouraged to network and inquire to develop internship opportunities for yourself! Career Services is here to support you in your process and connect you with leads as well. **Questions about this form? 616-698-7111 x 5502**

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INTERNSHIP EMPLOYER DECISION FORM
--

Employer: Please provide the student a copy of this form and also fax or email this form

to: (insert appropriate DC email and fax here).

Company: _____

Interviewer

Name/Title: _____

Email: _____ Phone: _____

Employer Street Address: _____

City: _____ State: _____ Zip: _____

Internship Job Title: _____ Department: _____

I **accept** **do not accept** (Student name _____) for

an internship in my organization. If student is not accepted, please provide feedback:

Employer Signature: _____ Date: _____

DU Office Use Only

The above site and position meet the requirements necessary to assist the student in obtaining the learning outcomes in the appropriate internship class.

Signature: _____ **Date:** _____
(DC or Authorized Faculty Member)

A copy of this form should be maintained in the student record, and a copy should be maintained by the Department Coordinator.



DAVENPORT UNIVERSITY- ORGANIZATION EXPERIENTIAL LEARNING AGREEMENT

This Agreement is entered into by and between Davenport University ("University") and the organization listed below ("Organization").

Organization Name: _____
 Organization Address: _____
 City: _____ State: _____ Zip _____
 Organization Administrator Name: _____
 E-mail: _____ Phone: _____

Whereas, University desires the privilege of providing a professional experience (internship, academic service-learning, or other experiential learning activity) for students with Organization and the parties desire to set forth the essential points of their agreement in writing, it is understood and agreed between the parties as follows:

A. University:

1. Agrees to keep Organization advised concerning the objectives of University.
2. Is responsible for posting experiential learning openings for Organization and will advise students of the expectation that they fulfill obligations to Organization. At a minimum, this includes completing a specific number of hours per week or by project as stated by during the period of placement or project by the Organization in agreement with the University (typically 10 to 15 weeks).
3. Will assign a faculty liaison to each student who is receiving University credit and will monitor all academic requirements of the experience. Part of the faculty liaison's duty can include an on-site visit with the student. Students choosing not to receive credit will not be assigned a faculty liaison.
4. Agrees to indemnify and save harmless Organization from any and all liability occasioned by actions or omissions of University or its faculty in the performance of this Agreement.

B. Organization:

1. Is responsible for selecting students who fit Organization's needs.
2. Agrees to provide the students with work experience that builds the students' skills and knowledge in their field of study while giving practical applications to build on and enhance students' academic coursework and career potential.
3. Will provide use of its facilities and resources appropriate to meet the students' learning objectives.
4. Will provide students with an orientation to its philosophy, policies and procedures.
5. Agrees to provide an Organization Supervisor for the experiential learning students. The Organization Supervisor is responsible for providing sufficient supervision of the students, including a beginning-of-the-semester goal sheet and an end-of-semester evaluation of the students' work. If students selected by Organization will receive University credit, Organization agrees to provide reasonable assistance to University in evaluating the performance of the students.
6. Agrees to indemnify and save harmless University from any and all liability occasioned by actions or omissions of Organization or its employees or agents.
7. Agrees to provide a safe work environment for the students.
8. Agrees to permit the faculty liaison to conduct at least one on-site visit during the period of placement.

9. Agrees that in selecting students, Organization will not discriminate on the basis of race, color, national origin, age, religion, disability, gender, marital status, sexual orientation or other characteristics protected by federal, state or local statute or ordinance.
 10. Agrees that if students selected by Organization are paid by Organization for their services, Organization will maintain the exclusive responsibility for (a) processing and payment of wages, (b) withholding, reporting and payment of applicable payroll taxes, (c) compliance with workers' compensation coverage requirements, and (d) all other employer liabilities or responsibilities.
- C. Organization, in consultation with the University academic administration and faculty, shall have the right to request the termination or withdrawal of any student whose performance may be unsatisfactory to Organization. University shall have the right to remove students from a placement if determined by University to be in University's or the students' best interest.
- D. Except for any agreement between University and Organization related to the placement of University students in University's School of Health Profession with Organization (an "Affiliation Agreement"), which Affiliation Agreement shall separately continue in full force and effect, this Agreement constitutes the entire agreement between the parties, and all prior discussions, agreements and understandings, whether verbal or in writing, are hereby merged into this Agreement. This Agreement shall remain in effect until termination or modification by mutual agreement of the parties.
- E. It is mutually understood and agreed that the relationship between University and Organization is that of independent contractors in performing their duties under this Agreement.

In witness whereof, under authority of their governing bodies, the parties hereto have affixed their signatures.

Organization Administrator

Date

Davenport University Academic Administrator

Date

3233217_6

A copy of this form should be maintained by the Department Coordinator and another copy forwarded to Career Services for inclusion in the Career Net database.



STUDENT EXPERIENTIAL LEARNING AGREEMENT
--

I. Student Information

Name _____ ID # _____ E-Mail _____
 Major/Minor _____ Expected Graduation Date _____

II. Organization Information

Organization _____
 Experiential Learning Title/Function _____
 Supervisor Name _____ E-mail _____
 Organization Address _____
 City, State _____ Zip _____ Phone _____

III. Responsibilities of the Student

1. As a representative of Davenport University ("Davenport") at your experiential learning site in an internship, academic service learning, or other experiential learning activity with the organization listed above (the "Organization"), you are expected to perform in a professional manner during the entire course of your experience. In this off-campus experience, you are subject to all regulations, policies, and expectations of the Davenport Student Code and you are expected to conduct yourself with integrity, respect and responsibility, including adherence to the Organization's workplace expectations for conduct, dress codes, and professional etiquette. This is important for both your career and for future Davenport students who may seek a position at your experiential learning site.
2. You acknowledge that in the course of your participation in the experience, you may have access to certain confidential information of the Organization (the "Confidential Information") which has coordinated with Davenport to offer these real-world learning experiences to students. "Confidential Information" includes all proprietary information, documents, data, methods and know-how related to the Organization that is provided to you in connection with the experience. You acknowledge that the Confidential Information is the sole property of the Organization. You agree not to disclose the Confidential Information to any person that is not involved in the experience. You further agree to use the Confidential Information only for purposes of your participation in the experience. You understand and agree that your obligations under this Confidentiality Agreement will continue after your completion of the experience.
3. You acknowledge that you will not receive any monetary compensation for your participation in an experiential learning activity unless this is clearly determined and arranged between you and the Organization before the start of the experience.
4. The Organization and Davenport faculty will review your performance. Either the Organization or Davenport may terminate your participation in any experiential learning activity because of unsatisfactory performance. Credit may not be granted in such a situation as determined by Davenport.

IV. Assumption of Risk

1. You are voluntarily agreeing to participate in Davenport's Experiential Learning Program.
2. Use good judgment when applying for, interviewing for, and accepting positions.
3. You will be engaged in an Organization and activities over which Davenport has no control. This includes all activities connected with your experiential learning, including travel. For these reasons, it is of particular importance that you pay careful attention to any situation or risk that may be present and which may have the potential to harm you in any way. Davenport cannot accept responsibility for any such situation, risk, or harm, because Davenport has no control over those environments. However, Davenport wants to support and assist you, and will address and follow up on any complaint or concern that you may raise with Davenport. For that reason, it is very important that you promptly tell your Davenport faculty member, Career Development staff, or other Davenport representative of any such potential situation or risk.

I understand and accept responsibility for the agreements of this program, as listed above.

Signed _____ Date _____

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A copy of this form should be maintained in the student record, and a copy should be maintained by the Department Coordinator.



International Office
 Tel: 616.554.5317 Fax: 616.554.5239
 international.studies:program@davenport.edu

APPLICATION FOR CURRICULAR PRACTICAL TRAINING (CPT)

Part I. (to be completed by the F-1 international student):

Name: _____	ID Number: _____	Home Campus: _____
SSN: _____	Phone: _____	E-mail: _____
By completing this form, I confirm that I agree to the internship terms and conditions and have received an employment offer for internship training from (provide company name): _____		
Student's Signature: _____	Date: _____	

Part II. (to be completed by the Academic Advisor):

Academic Major: _____	Date enrollment began: _____	Credit hrs. completed: _____
Current Degree Level: ___ Associates ___ Bachelors ___ MBA	Department Coordinator: _____	
Internship course number: _____	credit hours: _____	semester: _____
total credits hrs. enrolled: _____		
I confirm that the internship course credits listed above are part of student's degree program requirements.		
Name of Academic Advisor: _____		
Signature: _____	Date: _____	Phone: _____

Part III. (to be completed by the Department Coordinator):

This student is approved to participate in the listed internship course for academic credit. An on-site supervisor will work with the department coordinator to evaluate the student's progress. The internship requires _____ minimum work hours. The internship will start on (dd/mm/yy): _____ and will end on (dd/mm/yy): _____.		
Company/ internship site: _____	Supervisor's Name: _____	
Address: _____	City: _____	State: _____ Zip Code: _____
Name of Department Coordinator: _____		
Signature: _____	Date: _____	Phone: _____

Part IV. (to be completed by the P/DSO in the International Office):

_____ Student has completed one academic year of full-time enrollment in F-1 status (excluding ESL)	
_____ Internship course is listed in the catalog and course description is attached.	
_____ Updated student's SEVIS file with employment authorization and employer's information; issued I-20.	
Name of P/DSO: _____	Campus: _____
Signature: _____	Date: _____

(Rev. 7/ 2008)



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Guidelines for International Students Pursuing Internship / or CPT Employment

What is CPT?

Curricular Practical Training (CPT) is an off-campus employment option available to international students on F-1 visa status. According to the immigration regulations, the employment may be an internship, cooperative education job, a practicum, or any other work experience that is either required for your degree or for which academic credit is awarded.

What are the CPT eligibility criteria?

1. Completed one academic year enrolled full-time at the campus identified on I-20 (excluding ESL)
2. Employment must be an integral part of the degree program or requirement of a specific course
3. Have a paid employment offer for work experience that has been approved for academic credit(s)
4. Enrolled full-time during the semester that CPT is being considered (except summer or final semester)

What affect does CPT have on Optional Practical Training (OPT)?

Engaging in 12 or more cumulative months of full-time CPT employment during an academic level will disqualify the applicant from applying for post-completion OPT.

What is considered part-time CPT employment?

Employment for 20 hours or less per week while you are enrolled for classes is considered part-time curricular practical training. The employment authorization will be noted on the third page of the I-20 and will specify maximum hours authorized to work.

What is considered full-time CPT employment?

Employment for more than 20 hours per week is considered full-time. The employment authorization will be noted on the third page of the I-20 with "Full-Time." You may apply for multiple CPT employment authorization as long as eligibility criteria are met. However, participating in twelve months or more full-time cumulative curricular practical training disqualifies the applicant for post-completion OPT.

How do I apply for CPT employment authorization?

1. Consult with the P/D SO in the International Office to determine your eligibility for CPT
2. Consult with your academic advisor to determine if and how the CPT applies towards your degree program
3. Obtain approval from the Department Coordinator for the proposed employment opportunity
4. Present the P/D SO in the International Office the completed CPT Application Form (see reverse page).
5. CPT is authorized by the P/D SO in the International Office; it does not require approval from the United States Citizenship and Immigration Service (USCIS). A new SEVIS I-20 will be issued denoting employment authorization on page three.

A few requirement reminders

1. Upon CPT approval, apply for a Social Security Card, unless you already have one
2. Report any change in employment
3. End employment by the CPT expiration date noted on the third page of the I-20
4. If needed, apply for CPT employment authorization extension – granted only by the P/D SO
5. Employment beyond CPT expiration date on the I-20 is a violation of immigration law and cause for termination of status.

(Rev. 7/2008)



Davenport University
MBA CAPS 790
Internship Position Description Template

Title of Internship Position:	(Intern's exact title)
Organization Name & Description:	(Name and purpose/mission/work of the organization)
Location of Internship:	(City & State)
Full or Part-Time:	(Hours per week or in total)
Supervisor Title:	(Position of the direct Internship Site Supervisor)
Time Frame of Internship:	(Start and end dates)
Primary Responsibilities:	(Major responsibilities/duties/expectations of the internship)
Secondary Responsibilities:	(Other duties expected or assigned)
Qualifications/Skills:	(Degree(s) required, experience required, and/or expected or special skills needed)
Compensation:	(Pay Rate)



INTERNSHIP DATA FORM

Office Use Only

To be completed by Department Coordinator or authorized faculty member

STUDENT INFORMATION:

Student Name: _____ ID: _____

Student cumulative GPA _____

Student has met all prerequisites for the course _____ Yes _____ No

Student's resume has been reviewed _____ Yes _____ No

Does student qualify for internship participation? _____ Yes _____ No

If no, please explain _____

STUDENT INTERNSHIP INFORMATION:

Briefly describe student's internship position and duties related to major.

Initial Site Visit Completed _____ Yes _____ No

Date of Site Visit _____

If no site visit, please explain: _____

Student may finalize for the following internship class _____ **CAPS790**
(Course number)

Signature _____ Date _____
(Department Coordinator or Authorized Faculty Member)

DU OFFICE USE ONLY

Received on: _____ by: _____

Contacted student on: _____ by: _____

Please Rate the student's performance in the following table:

	Excels	Above Average	Average	Needs Improvement	Lacks This Skill	Not Applicable
Global & Intercultural Competence						
Understands complex issues						
Ability to present in diverse environments						
Civic & Social Responsibility						
Recognizes the value of civic and social responsibility						
Makes informed decisions						
Ethical Reasoning & Action						
Demonstrates honesty and integrity						
Understands ethical principles						
Critical & Creative Thinking						
Appropriately challenges assumptions, ideas, processes, and experiences.						
Analysis & Problem Solving						
Uses quantitative and qualitative methods of inquiry to assess and evaluate complex problems						
Leadership & Teamwork						
Utilizes group members' talents to meet attainable goals.						
Information & Technology Proficiency						
Effectively identifies, accesses and manages information and technology resources						
Professional Communication						
Demonstrate professional demeanor, presentation and communication skills						
Written Communication						
Produces appropriate documents in a variety of interpersonal, social and professional settings.						

Supervisor's overall impression and comments of student's performance

Please assign a letter grade to the student (a=superior work through F=failing work). _____

I certify that the responses given on this evaluation are based on observations I have made or information of which I have knowledge

Signature _____ Date _____

**APPENDIX A:
A Note to MBA Health Care Management
Concentration Students on Risk Management Procedures of Internship Sites**

Because MBA Health Care Management students may intern in organizations which require special attention to risk management procedures such as criminal background checks, fingerprinting, drug screenings, TB tests, and/or proof of health insurance. Davenport has special support for students to complete these processes if they are required by the internship host organization. Students in the Health Care Management concentration of the MBA Program may contact these Davenport staff members for assistance with the risk management requirements of their internship placements:

For Lettinga Students:

Lindsey Shull
Internship Manager—School of Health Professions
Davenport University
6191 Kraft Avenue
Grand Rapids, MI, 49512
lindsey.shull@davenport.edu

For Livonia and Online Students:

Doreen Greenwald, Internship Manager
Internship Manager—School of Health Professions
Davenport University
27650 Dequindre Road
Warren, MI 48092
doreen.greenwald@davenport.edu