***Department of Management & Entrepreneurship Entrepreneurship Internship Program***

*ENT 484 registration is by Department of Management & Entrepreneurship approval only.*

ENT 484 is a 3-credit upper division entrepreneurship elective, and you will receive a grade for the course.

You must meet the following requirements to be eligible for course credit:

* Enrolled as a Business Entrepreneurship or Management major; Entrepreneurship and Innovation Certificate; or Small Business and Entrepreneurship Certificate
* Must have completed at least two management or entrepreneurship courses offered by the Dept. of MGT & ENT prior to beginning the internship experience.
* Have a minimum of 45 credit hours.
* Internship must be in an entrepreneurship-related area,that is, it must involve responsibilities to be performed or skills to be gained that will later be used by you in opening your own business.
* Complete a minimum of 120 hours during your internship.
* You must meetwith the internship coordinator, Assistant Teaching Professor Kostas Voutsas [konstandinos.voutsas@asu.edu](mailto:konstandinos.voutsas@asu.edu) to discuss the internship and to receive authorization to register for the course BEFOREstarting the internship. If your internship begins afterthe start of the semester, you may be able to begin your internship and enroll for the current or following semester. *Please see the internship coordinator for more information.*
* You cannotearn internship credit for time already completed or ongoing jobs/internships already in progress.
* You may not have any relation to your internship supervisor or to the organization’s owner.

***Application Process:***

Please submit all materials (#1-4 below) by email to Zakiya Hawkins ([Zakiya.Hawkins@asu.edu](mailto:Zakiya.Hawkins@asu.edu))

* 1. Complete **Application** form.
  2. Submit a copy of your **unofficial transcript**.
  3. Provide **a recommendation form** from a MGT & ENT professor (form available online). They can email the form directly to [Zakiya.Hawkins@asu.edu](mailto:Zakiya.Hawkins@asu.edu) or drop it off to BA 318B.
  4. Provide an **Internship Agreement Letter** (on company letterhead). This letter must include:
     + their agreement to accept you as an intern,
     + if this is a paid or unpaid internship,
     + the duties you will perform,
     + expected learning outcomes,
     + work schedule (min. 10 hrs/week for 12 weeks or 120 hours total) **including start and end date**, and
     + their agreement to complete a final performance evaluation
  5. Schedule a meeting with the Entrepreneurship Internship Coordinator, Assistant Teaching Professor Kostas Voutsas [konstandinos.voutsas@asu.edu](mailto:konstandinos.voutsas@asu.edu) PRIORto beginning your internship.
  6. Student, Supervisor and Internship Advisor will complete **University Wide Agreement** sent via Adobe Sign.

**Procedures**

A wide range of opportunities may qualify for internship positions, but they must be approved in advance if the intern wishes to receive academic credit for the experience. In general, the following criteria are used to determine eligibility:

* Most prospective internships will be paid positions. Unpaid prospective opportunities must have the approval of the internship coordinator.
* The internship opportunity must entail a professional job position in an area defined by the coursework of the Management Department.
  + For example, a clerical position would not qualify since the job description is normally inconsistent with the courses offered by the Management Department. A comprehensive job description, including duties and time allocations, prepared by the company internship supervisor at the job location will be necessary to qualify the position.
* The intern's immediate supervisor will develop a training plan for the position and agree to the timely evaluation of the intern.

**The Internship Experience**

The internship experience normally consists of a minimum of 120 hours, preferably spread over 10 to 12 weeks during a regular semester. Shorter summer semester internships will be reviewed by the internship coordinator. All interns will be evaluated by their job-site supervisor at the end of the internship experience, and this evaluation will be submitted to the Management Department's internship coordinator.

**Benefits of Internships**

One of the principal advantages of majoring in Management at the W. P. Carey School of Business is that the school and the Management Department strongly support the concept of student internships, believing all students can benefit from the experience. While the primary benefits of internships are gaining professional work experience and learning about potential employers, they can also provide students with academic credit. Gaining college credit for your internship experience may require additional effort, but will enrich your experience and give formal recognition of the accomplishment.