

Application for Internship in Entrepreneurship (ENT 444)

Summary of Application Process:

There is a unique process for ENT 444, Internship in Entrepreneurship. For example, students cannot enroll in ENT 444 online. Furthermore, students cannot “count” hours worked before the internship has been approved by the ENT Internship Coordinator. Below are the steps involved with the application process.

****Application is due **4 weeks prior to end of the semester PRIOR** to your proposed internship. ****

STEP 1: Go online and use Degree Progress to confirm that your Entrepreneurship major and chosen minor are signed.

STEP 2: Call Business Student Services at 989-774-3124 to request an appointment to verify your remaining program requirements. To enroll in ENT 444, students must have completed: (i) ENT 210, ENT 213 and ENT 221; and (ii) 56 semester hours. Once you determine that you are qualified to apply, identify potential internship provider(s), discuss role and use the attached Employer Guidance forms, if necessary, to develop a proposal and internship plan.

STEP 3: Bring your advising paperwork (from **STEP 2**) and the following completed forms to the ENT Internship office (located in Grawn 168, via 164), meet briefly with Internship Coordinator (if available) or ask the office staff to leave it in the Internship Coordinator’s mailbox. Completed forms should include:

1. *Student Information Form (page 2 of this packet)*
2. *Internship Information & Request for Approval Form (page 3 of this packet; Please see note on page 4)*
3. *Acknowledgement of Position & Responsibilities Form (page 5 of the packet)*
4. *Completed Internship Agreement between CMU and the internship provider (page 6 of the packet; fill in the underlined sections of the document with the information requested. If typed, use **bold font**.)*

Note: Your completed internship application will be reviewed only if it is complete. The most frequent cause for rejection of an application is that the entrepreneurial objectives are either too general or not entrepreneurial enough. See page 4 of this document to understand more about the entrepreneurial objectives. If you have any questions about these, please email or meet with Internship Coordinator to discuss some draft objectives prior to completing the application. Once approved, an “Add” card will be sent to the Registrar, allowing you to register for the ENT 444 course.

STEP 4: Carefully review the course materials (which include the ENT 444 syllabus, forms and instructions) found in the “Course Materials” section of Blackboard. You will gain access to ENT 444 in Blackboard *after* the ENT Internship Coordinator has approved your internship and enrolled you in ENT 444. If you believe you should be enrolled in ENT 444, but you do not have access to ENT 444 in Blackboard, check with the ENT Internship Coordinator ASAP.

STEP 5: Soon after completing **half*** of the required work hours for your internship, submit the following completed forms to the ENT Internship Coordinator:

1. *Midterm Report*
2. *Midterm Evaluation*

*For example, students taking ENT 444 for three credits should submit their *Midterm Report* and *Midterm Evaluation* soon after completing 200 hours of work. This is because students must work at least 400 hours, in total, to earn three credits for ENT 444.

STEP 6: After completing all of the required work hours for your internship, and **before the end of the applicable Examination Week**, submit the following completed forms to the ENT Internship Coordinator:

1. *Final Report*
2. *Final Evaluation*
3. *Company Feedback Form*
4. *Hours Worked Verification Form*

ENT 444 (INTERNSHIP) APPLICATION

STUDENT INFORMATION FORM

Date: _____

Student Name: _____ Student Number: _____

Major: _____ Minor: _____

Proposed Semester for Internship: _____

STUDENT CONTACT INFORMATION

CURRENT

Street Address: _____

City, State: _____ Zip: _____

Phone: _____ CMU Email: _____

**** you are required to use and regularly check cmich.edu email throughout internship**

DURING INTERNSHIP (if different from above)

Street Address: _____

City, State: _____ Zip: _____

Phone: _____

Before turning in this application, please confirm that pages 2-6 are all fully completed, with all required signatures, contact details and other required information. You may delete the cover page and supplemental pages (following page 6) prior to turning in. The final, signed pages may be scanned (i.e. converted to a pdf files) or digitally imaged and then emailed to the internship supervisor (Professor Affholter at affho1j@cmich.edu). Alternatively, they may be printed and turned in at the Entrepreneurship office (Grawn 164).

By completing this application, you authorize the university, including the Entrepreneurship Department and other authorized individuals, to contact the proposed internship supervisor to verify and clarify details as necessary.

(...continue here, if necessary)

Supervisor agrees the above information accurately reflects primary purpose of the internship and that a substantial majority of student's hours will be spent working on the above duties, goals and objectives. Supervisor also agrees to provide midterm and end-of-semester feedback to the student and Internship Coordinator using the official Internship Program documents. These documents will be provided to the student through CMU's online course management system during the term in which the internship occurs.

Supervisor Signature: _____ **Date:** _____

*Application Note:

Entrepreneurial Activities, Goals, Objectives and Other Project Guidelines:

A successful internship experience typically includes: **(a)** direct interactions with customers (either in a marketing, product development or service capacity); **(b)** regular, meaningful interactions (such as training and/or mentorship discussions) with business owners and/or senior decision makers of the organization or division in which you work; and **(c)** hands-on involvement with one or more operational groups in the organization (such as through projects, jobs, training or other work). Consider your entrepreneurial activities and objectives to be potential bullet points on your future resume. As such, they should be clear, specific and quantitative (that is, measurable). Moreover, they should address important entrepreneurial themes. At its core, entrepreneurship is about personal leadership, value creation, opportunity recognition, creative problem solving, team building, business development, and other related themes. Your internship should give you a real-life learning experience that embodies at least some of these themes. You are expected to work with your internship supervisor (before and during the course) to make it a genuine and meaningful entrepreneurial experience. When done right, it will be a high-impact aspect of your college success story. Your internship may involve reaching out to new customers, developing new or improved solutions, improving customer communications (or social media), improving processes, or any number of other business growth activities. It is intended that these provide you a glimpse of entrepreneurship in real-time. Your challenge is to extract the learning value and communicate it. This will be done, in part, through two reports that you will turn in on Blackboard. The process of reflecting on what you learn also provides an open door to share some of your observations and ideas related to the business or organization with your supervisor (or other management). Look for the opportunity to do so. Ask for it. If you do have such an opportunity, take it. It will become a meaningful, real-life "idea pitching" experience that few students have prior to graduation. Experiences like this can be highly entrepreneurial. Whatever the theme of your internship, make it meaningful. Make it count!

(For Office Use Only)

Internship Approved:

Yes

No

ENT Internship Coordinator: _____ **Date:** _____

ACKNOWLEDGEMENT OF POSITION & RESPONSIBILITIES FORM (ENT 444, Internship in Entrepreneurship)

Student Name: _____

Company Name: _____

Student hereby acknowledges the following:

- All information provided on the ENT 444 INFORMATION & REQUEST FOR APPROVAL FORM is accurate and not misleading.
- Company has agreed to compensate Student for the internship.
- Company has made student aware of any general work requirements, the expected work schedule, and any standards of appropriate attire.
- Company has agreed to provide Student with the supervision, training, and resources reasonably necessary for Student to complete the internship.
- CMU has informed Student that Student shall be required to abide by Company's rules and policies.
- If Company's rules and policies limit Student's ability to complete the Final Report, Student shall immediately notify the ENT Internship Coordinator of such (and arrange for an alternative assignment, or partial assignment, that is acceptable to the ENT Internship Coordinator).
- Company has agreed to provide Student with the: (i) Midterm Evaluation; (ii) Final Evaluation; and (iii) Hours Worked Verification Form (and Student's grade will be based, in part, on such information).
- Soon after completing half of the required work hours for the internship, Student shall submit the following completed forms to the ENT Internship Coordinator: (i) Midterm Report; and (ii) Midterm Evaluation.
- After completing all of the required work hours for the internship, and before the end of the applicable Examination Week, Student shall submit the following completed forms to the ENT Internship Coordinator: (i) Final Report; (ii) Final Evaluation; (iii) Company Feedback Form; and, (iv) Hours Worked Verification Form.
- Should the internship terminate early, Student shall immediately notify the ENT Internship Coordinator.
- Per the Undergraduate Bulletin, an Incomplete Grade is:
 [A] temporary grade used by the instructor in cases when a student is unable to complete course requirements because of illness or other justifiable circumstances. It is assigned only in cases in which the student has completed satisfactorily the major portion of the course requirements, and has convinced the instructor of his or her ability to complete the remaining work without re-registering for the course. It is not to be given to a student who is already doing failing work...
- Neither Student, nor any of Student's immediate family members has any ownership interest in Company, except as follows: _____
- Neither Student's internship supervisor, nor any supervisor of Student's internship supervisor, is one of Student's immediate family members, except as follows: _____
- CMU recommends that Student have in force a health insurance policy to defray the cost of hospital or medical care that might be required during the internship (and Student is hereby informed of potential monetary liability Student might incur as a result of failure to maintain sufficient coverage).
- Student should be considered a student intern, and may serve as an employee of Company. As an employee, Student may be covered by Company for purposes of compensation, fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, income tax withholding, social security or any other purpose. Student is placed with Company to receive a field experience as part of his or her academic curriculum; those duties performed by student interns are performed as employees, in fulfillment of academic requirements and are performed under Company supervision. If Company and Student enter into such an employment relationship, it shall be independent of, outside the scope of, and shall in no way modify or revoke the obligations of Company and CMU under their Internship Agreement (unless Company and CMU expressly provide otherwise in writing).

Student Signature: _____

Date: _____

**INTERNSHIP AGREEMENT BETWEEN
Central Michigan University Board of Trustees
AND**

(Organization Name)

This **Agreement** is entered into this ____ day of _____, 20__ sets forth terms and conditions which govern the internship experience of students of Central Michigan University hereinafter referred to as “**CMU**” at _____ located at _____ (address) hereinafter referred to as “**Agency**”.

Responsibilities of CMU:

1. Plan and administer, in consultation with **Agency**, the internship experience in the _____ program for CMU student(s) assigned to **Agency**.
2. Provide **Agency** with the name of student(s) to be assigned to the site as soon as possible after registration each semester.
3. Inform student(s) that they shall be required to abide by the rules and policies of **Agency**. Upon notification from **Agency** of improper conduct by a student, **CMU** will immediately investigate and take appropriate action.
4. Maintain all educational records of our students and comply with all statutes, rules and regulations regarding any release of information from such records. **Agency** shall have no responsibility regarding maintenance or release of such records.
5. Ensure that student(s) have general liability insurance coverage throughout the internship.
6. **CMU** shall recommend that student(s) have in force a health insurance policy to defray the cost of hospital or medical care that might be sustained during the period of placement. **CMU** shall inform student(s) of potential monetary liability the student(s) might incur as a result of failure to maintain sufficient coverage.

Responsibilities of Agency:

1. **Agency** shall designate a primary supervisor of the student(s) who agrees to be available for instruction during the internship. **Agency** shall retain full responsibility for **Agency**'s operations and administration.
2. **Agency** shall provide any pre-placement information that needs to be shared with the student(s), and provide any necessary orientation to the student(s) within the first week of placement.
3. **Agency** shall have the authority to request the withdrawal of any student from the internship experience for reasonable cause related to the need to maintain an acceptable level of service and/or business operations. Such request shall be in writing. **CMU** will immediately comply with the request.

Mutual Terms:

1. The student(s) assigned under this Agreement is/are assigned solely to obtain the educational experience contemplated under this Agreement. This Agreement is not an employment agreement between the student and **Agency** or student and **CMU** or **Agency** and **CMU**. Therefore, the student shall not be deemed an employee of **Agency** for purposes of compensation, fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, income tax withholding, social security, or for any other purpose because of his/her participation in the internship experience. During the period Student is a participant in the internship experience, **Agency** and the student may enter into an employment relationship. If **Agency** and student enter into an employment relationship, **Agency** and student shall establish any and all terms of that employment relationship, including hours, wages, and fringe benefits. **CMU** will not be a party to such an employment relationship. If **Agency** and student enter into such an employment relationship, that relationship shall be independent of, outside the scope of, and shall in no way modify or revoke the obligations of **Agency** and **CMU** under this agreement, unless the parties expressly provide otherwise in writing.
2. Both parties shall maintain General Liability Insurance or its equivalent.
3. In the performance of their respective duties and obligations under this Agreement, **CMU** and **Agency** are independent contractors, and neither is the agent, employee or servant of the other, and each is responsible for its sole conduct. There shall be no monetary consideration paid by either party to the other.
4. Each party agrees to comply with and to be separately responsible for compliance with all laws, including but not limited to anti-discrimination laws, which may be applicable to their respective activities under this program. Both parties shall not discriminate on the basis of sex, disability, race, national origin, color, creed, religion, marital status, height, weight, veteran status, sexual orientation or gender identity, or age.
5. This agreement shall be effective on the ____ day of _____ (month) _____ (year) and shall terminate on the 31st day of December, 2019. However, it may be terminated by either party upon forty-five (45) days written notice of termination to the other party, provided, however, that the student then receiving instruction in any program shall be given an opportunity to complete the full program during his/her instructional period.

IN WITNESS WHEREOF, the parties hereto have executed this **Agreement** as of the day and year first above written.

AGENCY: (Signature)

By: _____

Name: _____

Title: _____

Date: _____

UNIVERSITY:

By: _____

Name: Dr. Ian R. Davison

Title: Interim Senior Vice Provost for Academic Affairs
and Professor of Biology

Date: _____

CMU Entrepreneurship Internships (ENT 444) Supplement—*Employer Guidance and Suggestions*

A General Approach to a Student Internship Experience in Entrepreneurship

Background: The goal of an entrepreneurship (ENT) internship is to expose the student to key elements involved in starting, developing, expanding and operating an entrepreneurial business or startup organization. Often, the ENT internship will focus on the local expression of a business, even if that local business exists within a much larger organization. Providing an experience that helps the student understand how a business operates, and how it improves its customer reach, loyalty and value proposition fills an important need in the student’s entrepreneurship education. The objective of the internship is to advance the student’s competence in a direction consistent with his/her own career interests and goals. As such, the experience should add value to the student’s career competencies. An entrepreneurial internship can be designed in several ways. Some include a specific, deep project such as writing an entire product, service or business plan. Others involve rotating within functional areas of an organization, interning directly with a business owner, or focusing on one functional area of the organization, perhaps identifying opportunities for improvement. While the internship may include a wide range of structured experiences, it may also involve many daily tasks (*i.e.* normal work) into which a variety of deeper introductions to the business are incorporated during the semester. If an intern rotates within departments, he/she should be given projects/responsibilities that fit within that framework. One example of a 10 week rotational program is provided below. It is intended to provide some ideas that may help create an internship that is beneficial to the student and the business. Feel free to use these ideas, or develop other more suitable ones.

Week 1 – Leadership and Organizational Introduction • Organization overview, shadowing owner, president or managing director of the organization • Why and how did the founder(s) start this organization? What does the business define as its core values, strengths, capabilities and value proposition? What does the business (service or product) plan look like? How is funding acquired for startup, expansion or growth?

Weeks 2-3 – Customer Value Proposition (Products/Services): • Become familiar with product, services of the business and what they mean to the current target customers. This is what we might call “touch the product” and “understand the customer” phase of the internship • If it is a manufacturing facility, the intern might spend time out in the facility learning the quality and service processes and values that determine the success of the business • If the business features a customer service or support organization, the intern might participate in and/or shadow those working in the customer service area; focusing primarily on current customers • Coordinate with internal departments to respond quickly to customer requests, and conduct customer follow-up assessments • Depending on the complexity of the organization, this phase might require far more time, such as 3-4 weeks.

Weeks 4-5 – Marketing and Business Development: • Intern with Marketing Department or others who interact directly with potential future customers on a daily basis; responsibilities may include: • Help in coordinating and/or improving the social media interface • Perform market research through interviews, focus groups and surveys • Attend a business tradeshow • Coordinate a special event(s) and/or media relations related to an event • Prepare presentations, brochures and/or promotional materials • Assist in building a projects database focused on new products, services or ideas • Work in development and implementation of (local, regional, and national) business strategies • Place and track advertising • Develop detailed marketing plans • Interact with potential future clients • Develop a strong understanding of company’s products and services • Sell and create sales presentations to current customers and prospect for new business • Depending on the complexity of the organization, this phase might require more time, such as 3-4 weeks; and may be merged with the previous segment of the internship.

Weeks 6-9 Management and Operational Overview – might include any of the following, based on the size and uniqueness of the organization. If appropriate, these may be done as 1-2 week rotations and fill weeks 6-9 of the internship.

(1) **Operations/IT/Production/Infrastructure:** *Intern with Operations/IT Department responsibilities may include: Working with the IT department in supplier schedules, EDI, production planning, etc • Defining improvement initiatives • Mapping operational processes • Conduct data gathering and analysis of processes • Creating standardized operating procedure

documentation • Assisting in implementing improvements and control plans • Perform buying functions • Assisting with quality control procedure • Performing web design and web programming • Working with information technology and functional business areas to develop and promote Web use, development, and publishing knowledge and expertise • Researching new software and created implementation plan • Setting up intranet for company use • Analyzing the operation of the work site organization and find areas for improvement

- (2) **Human Resources:** *Intern with Human Resources Department responsibilities may include: • Reviewing compensation, benefits, incentive program, perhaps comparing with industry databases • Research and/or collect data for HR initiatives • Networking with external resources • Performing reference and background checks • Preparing materials for and conducting orientation and interviews • Advertising all open job positions, assist with recruiting • Revamp training manual • Making safety newsletters • Working with compensation and benefits • Sitting in on employee conduct/evaluation meetings • Planning employee recognition events or strategies
- (3) **Finance/Accounting:** *Intern with Accounting/Finance Department responsibilities may include: • Working with general ledger accounts • Assisting in daily accounting/treasury operations and compliance requirements • Performing reconciliation of banking activities • Working with clients to help create a financial plan and payment plans • Managing client accounts and take necessary actions to receive payment • Developing and/or analyzing budgets for a regional or categorical operation • Conducting profit analysis, handling accounts payable, and/or working with payroll • Organizing files to make sure they are audit-ready • Preparing financial options reports • Researching new sourcing alternatives or more efficient costing and pricing models

Week 10 Leadership Report(s) and Debriefing(s): Students meet with organizational leadership to review the experience • If appropriate, this is an ideal point at which to prepare a presentation or report on the internship experience for the leadership and/or other constituents involved in the process • Receive constructive feedback and suggestions from the organization • It is particularly valuable for a student to work on one or more short-term projects which he/she can see the project from conception to implementation. If such project occurred, the results can be discussed at this stage • Discuss potential future project or potential employment possibilities.

jaa 12/18