University of Minnesota Crookston
Business Department Internships

Thank you for your interest in providing an internship opportunity for our University of Minnesota Crookston (UMC) students. Most UMC academic programs require students to complete an internship course (which aligns with our mission of providing student with an experiential learning experience in preparation for their future career). The following provides information regarding internships within the UMC Business Department.

UMC Internships (Degree Areas, Number of Hours, Etc.)
The three-credit Internship course is offered during the fall, spring and summer semesters within each of the academic programs offered in the Business Department (see below). The course requires students to work 300 hours during the internship as well as complete coursework related to their internship experience. While it is preferred that internships are paid, they can be unpaid.

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<th>Accounting</th>
<th>Manufacturing Management</th>
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<td>Entrepreneurship</td>
<td>Marketing</td>
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<td>Finance</td>
<td>Quality Management</td>
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<td>International Business</td>
<td>Sport and Recreation Management</td>
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<td>Management</td>
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Internship (Employer) Supervisor Involvement
Employers Responsibilities during the internship include the following activities.

- Work with the student to complete the Internship Agreement Form. The form formalizes the agreed upon duties, tasks, responsibilities, and conditions in which the internship will be completed. Upon completing the form with student, he or she will forward the form to the internship course instructor within their unit of study (e.g., Management, Accounting, Sport and Recreation Management, etc.).

- Upon receiving the completed Internship Agreement Form, the internship instructor will review it to ensure that the internship responsibilities meet the objectives of the course (specifically the duties and responsibilities listed on page 1). If your internship instructor has questions, he/she will contact the student for clarification. In the case that the internship does not meet the standards and criteria of the internship course, the internship instructor will contact the student and work with him or her and your internship (employer) supervisor to identify additional activities and tasks that could be taken on to further meet the goals of the internship course.
very rare instances, your internship instructor may decide that your internship does not qualify for the course, in which case you will need to find a different internship to complete.

- One the internship instructor approves and signs the Internship Agreement Form, the student will register for the course and contact the internship (employer) supervisor to determine next steps (e.g., start date, hours, etc.)
- During the internship, the internship (employer) supervisor directs and supervises the intern’s work (e.g., providing direction, resources, feedback, etc.).
- At the end of the internship, the internship (employer) supervisor will be asked to complete an electronic evaluation of the student’s performance during the internship. Employers are encouraged to share their evaluation feedback with the student intern as a development opportunity.

Contact Information (for Internship Opportunities and/or Questions)

**Internship Opportunities**
If you have a potential internship opportunity that you would like us to share with our students, please send us general information about the internship (a detailed job description would be most helpful) and we will email that information to our on-campus and/or online students.

**Questions about Internships through the Business Department**
If you have any questions about the internship course and/or hosting a student intern, please let us know.

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