**Shuford Program in Entrepreneurship**

**Internship Policy**

**Purpose of Internship**: The Shuford Program’s entrepreneurship minor requires an internship for graduation. The internship provides real world experiences that the Shuford Program believe are crucial to a students development of the entrepreneurial mindset, and ultimate success in the program.

**Student Requirements before Internship:**

* Students must have taken at least ECON 125 and ECON 325 to complete an internship that counts towards credit for the entrepreneurship minor.
* We highly recommend students complete internships during the summer between their junior and senior year.
  + This does not mean that students cannot complete internships at other times. On the contrary, we encourage students to have more than one internship during their time at Carolina. However, for the internship to count towards the minor they must meet the above course requirements.
* Students must complete a learning contract and have the contract reviewed by the Shuford Program Internship Manager for final approval before starting the internship and counting hours.
  + We cannot retroactively count internships. Thus, if students do not complete the internship learning contract by the set date, outside of extenuating circumstances that have been communicated to the Internship Manager, the internship cannot count.
  + The learning contract includes basic student, company and supervisor contact information. Additionally, the form allows students to outline the duties and responsibilities of their internship.
  + The learning contract is bound by the honor code and thus all information must be accurate and up to date—if there are changes it is your responsibility as a student to notify the Internship Manager.

**Internship Requirements (for traditional Shuford Program students):**

* Minimum of 320 hours (8 weeks at 40 hours per week)
  + Due to hours we highly recommend that internship be completed over the summer.
  + Students may have two part-time internships to equal reach the 320 hours. This must be communicated and pre-approved by the Internship Manager.
* Weekly journal
  + Students will complete journals throughout the summer.
  + Journals are at least 350 words each and require students to apply experiences in internship to theories/concepts learned in class.
  + Before a student may enroll in 393, the journals should be emailed to the Student Services Manager
* Professional development
  + Students are required to attend two professional development events each summer while completing their internship. The Internship Manager will send out calendars of acceptable events in cities where many students are living/ working, but it is up to the students to seek out any other opportunities.
* Sign up for ECON 393 in the fall or spring of the subsequent academic year.

**What can be considered an internship?**

* Broadly, we define internships as experiences where students can take what they have learned through the Shuford Program curriculum and apply it in real world settings.
* Internships can range from students working on their own start-ups, with an approved supervisor, to working for a well-established company.
* Experiences that cause hesitation for approval are camp counseling, hard research roles, and sales associate positions.

**Internship Experience Expectations:**

* As Shuford Program Students you are an ambassador of our program and the university. Thus, your behavior must meet the code of conduct that is expected on campus.
* Furthermore, we expect Shuford students to contribute, at a high-level, to the company or organization during their internship.
* Students are strongly advised to not take vacation or days off during their internship experiences as it dilutes the experience and host site perception of your commitment to the internship.
* Students are expected to check in regularly with their internship supervisor.
* If a student is terminated from their internship, for any reason, the Internship Manager must be notified immediately as this jeopardizes internship credit for program.

**Shuford Program Internship Resources:**

* The Internship Manager is more than happy to work with students to leverage networks and contacts to connect students with internships.
  + The Shuford Program does not place students in internships, nor does it guarantee that every student will be accepted to an internship.
  + Acceptance to an internship is a mutual agreement between the student and company.
  + Students may secure internships on their own but, they must meet the criteria and requirements outlined above.
* The Shuford Program will post internship opportunities online (LinkedIn group), physically in the suite) and through the electronic newsletter.
* Handshake is a great resource for exploring internships that have been posted through the university.
* Throughout the internship experience the Internship Director is here to act as a support for challenges, successes or any other situations that may arise during the summer.

**Internship Timeline:**

* Fall
  + Students begin leveraging contacts and making connections for potential summer internships.
  + Students set up initial meet-up (s) with Internship Manager to discuss internship ideas.
  + Fall Internship Fair in October attendance is highly recommended encourage by the students.
* Spring
  + Students continue to finalize internship plans
  + Learning Contract Form will open for students who have secured internships (beginning of February)
  + Continued meet-ups with Internship Manager should happen throughout spring to help students having difficulty landing internships
* Mid-April (date determined yearly, around 4/15)
  + Internship Learning Contracts must be completed and approved by Internship Manager to count toward credit for the coming summer.
  + In extenuating circumstances deadline can be extended, student must communicate reason for extension by the beginning of April to be approved by the Internship Manager.
* June
  + All students should have started internship for credit.