

Management Internship (MGT 450)

Student Check-List

This checklist is meant to provide guidance for Management students on selecting and setting up an internship experience to earn MGT 450 credit.

Tasks to complete *BEFORE* an internship:

- Ensure prerequisites are met in order to earn MGT 450 credit for an internship experience (ACC 221, ACC 222; BLAW 205; ECO 110, ECO 120, ECO 230; FIN 355; IS 220; MGT 308; MKT 309; admission to business; senior standing)
- Review information on internships available from Career Services via the online resources (<https://www.uwlax.edu/aaccs/studentsalumni/searching-for-jobinternships/#tm-internship-information-sessions>) and/or contacting a member of the Career Services team (our CBA liaison from Career Services is Brenda Leahy: bleahy@uwlax.edu)
- Find internship opportunity related to academic/professional development as a Management major (see Career Services resources for added tips on this here: <https://www.uwlax.edu/aaccs/studentsalumni/searching-for-jobinternships/#tm-how-to-find-jobs-and-internships>)
- Prior to committing to internship, ensure that the experience aligns with content domains and learning outcomes of the Management major by reviewing them here: <http://catalog.uwlax.edu/undergraduate/management/managementbs/>
- Find a faculty advisor for your internship by reaching out to any Management faculty member, describing your internship opportunity in the request.
 - For the 2021-2022 academic year please reach out to Management Department Chair, Nicole Gullekson (ngullekson@uwlax.edu).
- Confirm your 'on-site' supervisor for your internship
- Prepare or obtain a position description for your internship and discuss it with your faculty advisor
- Submit your internship experience via Handshake to launch the formal e-paperwork and ultimately to begin the formal process that awards MGT 450 credit for your internship experience (**Note: after this has been completed, an internship coordinator from Career*

Services will send you an email notifying you that you have been registered for MGT 450).

- Prepare and share with your faculty advisor your broad objectives or developmental goals for the internship experience

Tasks to complete DURING an internship:

- During the internship, complete the periodic reflections as requested by Career Services via Handshake
- Contact your faculty internship advisor as needed

Tasks to complete AT THE END of an internship:

- At the end of the academic term for which you are receiving MGT 450 credit, submit your final reflection paper on the internship to the MGT 450 Canvas site