

INTERNSHIP

GUIDELINES & REQUIREMENTS

Whitman
SCHOOL *of* MANAGEMENT

SYRACUSE UNIVERSITY®

4 WAYS TO COMPLETE YOUR INTERNSHIP REQUIREMENT

The Whitman School believes internships are a critical component to the learning experience. Through internships, students have the opportunity to use the business acumen they have acquired through the Whitman curriculum, and receive mentorship from business leaders. To that end, Whitman students are required to complete one business internship as part of their degree requirements.

There are 4 flexible options for completing the Whitman internship requirement. Students must have junior standing in order for the internship to qualify. It is highly recommended that students complete their internship experience during the summer between their junior and senior year. Some options are non-credit bearing, while other choices offer credit hours and/or are required for specific majors. Either way, Whitman students gain valuable business experience through these internship options.

OPTION 1

SOM 301

Non-Credit, 120 hours on-site with Employer Performance Review

STEPS TO COMPLETE OPTION 1:

- Register your Internship on OrangeLink prior to the start of your internship. (instructions on back)
- A member of the Whitman Career Center staff will review and confirm approval of the internship within 10 days of submittal.
- Register for SOM 301 (0-credit) for the fall of your senior year.
- During your internship, a performance evaluation will be sent to your site supervisor.
- Upon receipt of the completed evaluation, you will have fulfilled the internship requirement.

OPTION 2

SOM 301/BUA 470

1-3 Academic Credits, 120 hours on-site with Employer Performance Review

THIS OPTION REQUIRES FACULTY SPONSORSHIP AND MAY INCLUDE ADDITIONAL DELIVERABLES AS ASSIGNED BY FACULTY SPONSOR

STEPS TO COMPLETE OPTION 2:

- Identify a faculty sponsor, and confirm academic requirements to meet the credit award for the internship.
- Register your Internship on OrangeLink prior to the start of your internship. (instructions on back)
- A member of the Whitman Career Center staff will review and confirm approval of the internship within 10 days of submittal.
- Register for BUA 470 (1-3 credits) using the Independent Study form for the semester completing the assigned deliverables, AND SOM 301 (0-credit) for the fall of your senior year.
- During your internship, a performance evaluation will be sent to your site supervisor.
- Upon receipt of your completed evaluation, you will have fulfilled the internship requirement.



ATTENTION JUNIORS!

**ALL WHITMAN STUDENTS
MUST COMPLETE AN
APPROVED INTERNSHIP AS
A DEGREE REQUIREMENT!**

OPTION 3: OPTION 4:

RMT 475/SOM 301

2 Academic Credits, 240+ hours on-site with deliverables per the Retail Student Internship Manual

RETAIL MANAGEMENT MAJORS ONLY!

STEPS TO COMPLETE OPTION 3:

- Submit 'Retail Internship Approval' form, inclusive of job description, to Kristen DeWolf at kbdewolf@syr.edu prior to the start of your internship.
- Once approved, Register your Internship on OrangeLink prior to the start of your internship. (instructions on back)
- Register for RMT 475 (2-credits) and SOM 301 (0-credit) for the fall of your senior year
- Complete all necessary assignments as listed in Retail Student Internship Manual, inclusive of final paper and presentation.
- Upon completion of all assignments, you will have fulfilled the internship requirement.

SOM 301

Non-Credit, 35 hours on-site with Research Paper

CLASS OF 2015/2016 ONLY!

STEPS TO COMPLETE OPTION 4:

- Register your Internship on OrangeLink prior to the start of your internship. (instructions on back)
- A member of the Whitman Career Center staff will review and confirm approval of the internship within 10 days of submittal.
- Register for SOM 301 (0-credit) for the fall of your senior year.
- During your internship, a performance evaluation will be sent to your site supervisor.
- Submit research paper to whitintern@syr.edu before the last day of classes for the semester.
- Your paper will be reviewed by a member of the Whitman Career Center and, upon successful review and receipt of your employer evaluation, your requirement will be completed. (Details of the paper will be provided to you upon approval of your internship).

WHAT QUALIFIES AS AN “APPROVED” INTERNSHIP?

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom.
- The experience must provide an understanding of the relationship between classroom learning, the work environment, and future career goals.
- The experience must add additional skills to your current knowledge base. You should have the opportunity to develop and demonstrate action-oriented problem solving, critical thinking and persuasive business communication skills.
- You must be exposed to “real” job situations relevant to your major, helping you understand the strengths of your qualifications and areas for improvement. The experience has a defined beginning and end, and a job description with desired qualifications.
- There is supervision by a professional with educational and/or professional background in the field of the experience.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

NOTE: Internships cannot occur while students are studying abroad without special permission from Kristen DeWolf, Associate Director of Corporate Development in the Whitman Career Center (kbdewolf@syr.edu).

DIRECTIONS TO REGISTER YOUR INTERNSHIP DETAILS ON ORANGELINK

1. Log into your [Orangelink](#) account through MySlice
2. Select ‘Profile’
3. Select ‘Internships/Experiential Learning’
4. Click ‘Add New’
5. Complete the form as it pertains to your internship -

MUST INCLUDE SHORT JOB DESCRIPTION

- a. **Type** = Whitman Internship Requirement/SOM 301
 - b. **Course Prefix/Course Number** = SOM 301
5. Click ‘Submit’

For more information about the Whitman Internship Requirement, contact:

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