

**What supervisors
are saying about
our program:**

- “I think this is an excellent program for the students and employers.”
- “I have been extremely happy with the Intern Program at [Bittner]. I think that this Intern Program offers great experience for your students and I am glad to have been a part of it this semester.”
- “The Intern Program does better at follow up and evaluation than the other area colleges.”
- “I think that the Intern Program is an excellent way for students to get real world experience while gaining school credits.”
- “I think it's great that the students are given this flexibility; it is very conducive to a meaningful experience when given an internship opportunity.”
- “I think the Intern Program helps out the educator, intern and the companies. It adds fresh young insight in to already existent processes.”
- “Our intern continuously brought a positive attitude to the work environment. His eagerness to learn was an asset to our company.”
- “Our intern has been a great asset to our team. She has been dependable, flexible and hard working. She has been eager to learn and adapted well to our business. So well, that we have hired her. Thank you for such a great program!”

St. John Fisher College

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Internship Supervisor Information





Purpose

The Bittner School of Business Internship Program is designed to give the intern the opportunity to enhance his or her learning by working as a member of a business or community organization. Having studied theories and principles in previous coursework, internships allow students to apply their knowledge in an actual work environment. The program is intended to serve both as the culmination of a student's undergraduate education as well as a means of transitioning from college into the professional world.

Advantages for Supervisors

- The ability to give back to your profession and your community.
- Interns can be assigned to work on specific projects and help your staff.
- All interns have taken numerous courses—they are ready for the experience.
- Scout out potential employees for later hire.

Minimum Qualifications

To be eligible for an internship for credit through the Bittner School of Business, a student must have:

- Junior or Senior status
- At least a 2.5 GPA



Your role as a supervisor

- Provide significant work opportunities for the intern to perform.
- Provide supervision and resources for the intern.
- Provide an online evaluation at the end of the internship.

How are students graded?

There are three components to the internship:

- **Supervisor Feedback** — This is determined by the supervisor's end-of-the-semester review. In addition to the number of hours worked, the intern must show sufficiently high quality work.
- **Weekly Journal Entries** - Each student will file a total of eight journal entries. These entries address experiences on the job as well as analyses of the event, based on previous course knowledge.
- **Final Report**—This wraps up the internship into a paper about what the student has learned through the internship experience.

The internship is graded on a pass/fail basis. In order to receive three academic credit hours, the intern must complete a minimum of 135 hours at his or her internship location.



Steps for sponsoring an internship opportunity:

