

.25 Credit Summer Internship Course: Summer, 2009

I. Primary Purpose/Rationale

- The summer internship is an opportunity for students to apply the skills and knowledge they have developed in their Certificate Program courses.
- Some companies require that interns receive academic credit for the internship experience, whether they are paid or unpaid.
- International students must receive permission from the NU International Office in order to work off campus (including internships). The primary mechanism for this is called “Curricular Practical Training (CPT),” and students must receive academic credit in order to qualify for CPT.

II. Course Details

- Title and number: KELL_CP 350, “Summer Internship”
- Credit earned: .25
- Grading: P/N (Pass/No grade; no credit)
- Description: Opportunity for students to receive academic credit for an internship where they will practice and apply the knowledge and skills learned in their Kellogg Certificate Program for Undergraduates courses.

III. Requirements

- A. Students must be participating in the Kellogg School of Management Certificate Program for Undergraduates and have completed at least three CPU courses.
- B. Students enrolled in the Internship course must submit three double-spaced, two-page papers over the course of the summer as follows.

Paper Topic	Due Date
1. Describe your goals for the internship, including: <ul style="list-style-type: none"> • the skills and concepts you hope to apply and develop • what you want to learn about the company, the industry/business, and yourself 	By Monday, 6/29/09
2. Describe a significant project/assignment you have been involved in, including: <ul style="list-style-type: none"> • The business problem/issue being addressed • Your specific role/assignment and degree of responsibility • How your participation fits in to the larger project • Who else is involved in the project (their roles and responsibilities) 	By Monday, 8/3/09

<p>3. Reflect candidly on your internship, including:</p> <ul style="list-style-type: none"> • To what degree your original expectations and goals were met (from the three areas described in paper #1) • What you learned, either expected or unexpected, during your internship. • What you enjoyed about your summer internship and what you didn't. • Your current thoughts about whether or not you would like to work in this function or in this company or industry after your graduate from NU. • Ways your academic experience at NU and the certificate program helped you in your internship. Are there courses/other activities you wish you had done at that would have improved your internship experience?" 	<p>By Monday, 8/31/09</p>
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C. Evaluation from the employer – due two weeks after internship ended

IV. Procedures

- Student attends NU's International Office CPT Workshop (if appropriate)
- Student completes appropriate paperwork required for CPT and submit to CPU Director for signature (if appropriate)
- Student registers for KELL_CP 350-0, *Summer Internship* by getting a permission number from the CPU office (Carol or Agnes)
- Student submits required papers per schedule above
- Papers are read when received by CPU and final grade is submitted to registrar after final paper is reviewed.