Introduction:
The first student learning outcome for BA 401 is that students should “Complete an ongoing internship-based project within a finite period of time.” One way to meet successfully this objective is to have early and ongoing discussions with your internship site supervisor about an internship-based project. This sheet provides answers to basic frequently asked questions (FAQs) about internship projects. Review these FAQ’s and see Dr. Tarbox if you have questions about the internship-based project or communicating with your site supervisor about this item.

What is an internship-based project?
An internship-based project is a substantial, ongoing effort\(^1\) that the student intern and intern site supervisor identify as a means of allowing the student intern to gain training, and to apply and advance what she or he has learned via classroom experience.

Where appropriate a student intern and intern site supervisor may decide to complete two or three internship-based projects.

Student interns may complete other duties in addition to the internship-based project.

How do a student intern and site supervisor identify an internship-based project?
The first step is to meet and discuss possibilities for an internship-based project.\(^2\) During this meeting, the intern site supervisor should be ready to discuss what she or he does in the organization, and how she or he envisions working with the student intern. During this meeting, the student intern needs to communicate basic business education in areas such as management, finance, accounting and marketing, and how these might be applied to proposed internship-based projects.\(^3\) In concluding this meeting, set a weekly meeting schedule to follow up on the internship-based project and other items that might arise during the internship.

Why complete an internship-based project?
Internship-based projects are central to a for-credit internship experience in that they allow the student internship experience to be tied to learning and keep the focus of the internship on training. For the student intern, the internship-based project allows the intern to understand how classroom learning can be applied and advanced within an organization. For the intern site supervisor, it allows for a chance to learn current business knowledge and to understand how to train and work with the next generation of employees. Student interns also get to assess career options and develop their marketability as future job seekers.\(^4\)

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\(^1\) “[S]ubstantial, ongoing” means that the student intern a) is exposed to new ways of learning and of applying skills, and b) contributes to an effort that requires ongoing involvement as part of the learning and training process.

\(^2\) The third course objective focuses on employing effective communication skills.

\(^3\) By communicating with an intern site supervisor, the student intern works toward fulfilling the second course objective of being able “to explain how fundamentals of business education relate to the internship experience.”

\(^4\) See fourth course objective on integrating the internship experience into career decision making.