

Center for Leadership Education W. P. Carey Program in Entrepreneurship & Management

INTERNSHIP APPLICATION

The W. P. Carey Program in Entrepreneurship & Management assists students in gaining practical business experience by sponsoring internships for university credit. Professor Leslie Kendrick serves as the internship coordinator and faculty sponsor for a limited number of students each semester. Professor Kendrick can help students locate an appropriate corporation or firm for an internship during the summer, fall, or spring semesters.

Students who seek sponsorship by CLE must submit this application along with the requested materials. To receive the maximum benefit from an internship, students must be well prepared to perform the duties required by the corporation or firm. Potential interns should have completed a variety of courses in business, economics, applied math, and computing, and have a cumulative grade point average above 3.2. Preference will be given to juniors and seniors, since sophomores and freshmen will have other opportunities in the future.

Please note that the Johns Hopkins University staff cannot sign any legal document on behalf of the University.

GUIDELINES

The internship should be a valuable learning experience that is worthy of credit. The following guidelines are designed to monitor this experience and ensure that the University will accept the internship for credit toward your degree.

- **Serious commitment.** Students are expected to treat the internship as a serious course commitment, which is graded on a S/U basis. If the work performed is inadequate, the student will receive an unsatisfactory grade.
- **1 credit.** One credit will be awarded for satisfactory completion of the internship.
- **6 credits per year.** JHU policy limits credit for internships, independent study and undergraduate research to a maximum of 6 per academic year, which begins in the summer.
- **40 hours.** The minimum requirement is 40 hours of work experience. Based on the job description, however, a higher number of work hours may be required. Many firms require 80-120 hours or more. This amount will be agreed upon by the intern, supervisor and Prof. Kendrick prior to starting, and successful completion of those hours is required to earn one credit.
- **Unpaid.** University guidelines prohibit receiving credit for a paid internship.
- **Supervisor.** Each intern must have the supervisor complete a form that evaluates the intern's performance. Supervisors are welcome to write letters as well.
- **Reports.** Interns are required to write a mid-term report and final report. Pending your acceptance, Prof. Kendrick will detail the requirements for each report.
- **Interning again.** Students may intern at a company more than once and receive academic credit only if they work in a different position and/or department.
- **Withdrawal.** Applicants who are accepted and receive a placement are making a commitment to complete his/her responsibilities. Students who decide to withdraw for a non-valid reason after they have started working or those who fail to give their employer adequate notice will **not** be allowed to apply a second time. Please be certain that you will be able to satisfactorily complete the requirements before starting work.

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ADVICE

During your internship, you are a representative of the University and should conduct yourself accordingly. If the supervisor and firm have a positive experience with you, they will be more likely to accept another Hopkins intern in the future. Please do your best to help future students.

When you arrange the internship with your firm, identify your immediate supervisor. Be certain that you understand the job expectations, duties, hours, and lines of communication.

Wear proper business attire. You are a representative of the firm and may be in contact with clients and visitors unexpectedly.

Changing priorities may mean that your duties are shifted on short notice or you may be given different work assignments. Be flexible and understanding of the dynamics of the workplace.

Complete your assignments promptly and professionally. If you have conflicts or delays affecting your work, notify your manager or supervisor as problems arise.

You may have access to confidential information during your internship. Please remember that although you are not on campus, all JHU ethics policies still apply. If you provide Prof. Kendrick with examples of your work, please ask for approval from the supervisor to release specific documents.

For more information, please contact:

Prof. Leslie Kendrick
kendrick@jhu.edu

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Please read the following statements reflecting Hopkins policies and initial:

____ **“I have not/will not register for more than 3 credits of independent work (internship, independent study or independent research) this semester. I have not/will not earn more than 6 credits of independent work in the current academic year (summer, fall, spring).”**

____ **“I understand that I cannot be paid for my internship if I receive credit. All CLE-sponsored internships are for credit only, so I agree not to accept any type of monetary payment for my internship.”**

Internship Semester (circle one): Fall Spring Summer Year: _____

Date _____

Name _____

Local Address _____

Telephone _____

E-mail _____

Major(s) _____

Minor(s) _____

Computer Skills _____

Have you applied for internship sponsorship by the CLE in the past? _____

Please attach the following three items with this application:

1. **Cover letter:** a one-page, professionally written letter, addressed to Prof. Kendrick.
Please include the following:
 - a. why you would like an internship
 - b. your field of interest and your qualifications for an internship
2. **Resume**
3. Current **transcript.** (unofficial is fine)

Please submit all materials to Kristen Kelley in 104 Whitehead Hall. An interview may also be required in addition to this application.

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Self-Arranged Internship

If you are arranging your own internship, please provide as much of the following contact information as possible.

Company Name _____

Address _____

Supervisor _____

Title/Position _____

Department _____

Telephone _____

Email _____

Fax

Please provide a detailed list of your responsibilities or attach a list from your employer.