



Accredited by the Accrediting Council for Independent Colleges and Schools (A.C.I.C.S.)

INTERNSHIP/EXTERNSHIP PROGRAM

MJI Internships/Externships

The goal of the internship/externship program is to provide MJI students with opportunities to test their career interests and develop job-related skills through approved work experiences. The Dean of Academic Administration and other faculty members guide students as they link theoretical knowledge with practical learning gained in part-time or full-time career internships/externships.

Any MJI student in good standing (2.00 GPA) is eligible for participation in this program, provided the student is acceptable to the employer, and obtains the approval of the Dean of Academic Administration. Students may take as many internships/externships as they wish (i.e. CIS 450, BUS 450 and JS 450), with a maximum of 12 credits applying toward any degree, and **no more than six credits applying towards the major.**

Credit is awarded on the following basis: 45 hours on the job equals one hour of credit. Students may not take more than 6 credit hours of internship/externship per semester. MJI maintains a list of previously approved sites, although any student, faculty or staff member at MJI may propose new sites. The Dean of Academic Administration must approve new sites prior to placement. The Dean will convene an ad-hoc committee or assign a faculty member to review proposed work-sites, monitor the quality of the program, and hear requests for variances from normal policy. A faculty member along with the employer will determine the academic content of the work experience and monitor student performance. The student internee will have to maintain contact with the faculty supervisor and regularly report to him/her about experiences during the internship/externship. The said faculty member will maintain contact with the on-site supervisor, assess student progress, and grade the experience based on the report of the on-site supervisor.

A major strength of MJI educational programs is the availability of highly successful externships and internships. Students are encouraged to take advantage of this invaluable opportunity to experience their chosen career in the workplace while still in school, to enhance their resumes, and to learn how to be effective in a work environment.

Corporate employers generally award externships on an “as available” basis. Internships at MJI are also awarded by MJI on an “as available” basis and are conducted at MJI facilities and programs.

Unless otherwise approved by the Dean of Academic Administration, students must meet all of the following basic MJI requirements. (Individual externship employers may have their own requirements which may be more (but not less) rigorous than MJI requirements. For example some employers may require a GPA of 3.0 in order to participate in their programs):

- Be a currently registered MJI student, in good standing, with at least 60 semester hours completed at the time of the externship;

- Have completed CIS 110 and BUS 121; and,
- Have a GPA of at least 2.0.

Students meeting these requirements are asked to complete the attached Student Internship/Externship Application Form and provide the selected employer with this policy statement and attached Employer's Internship/Externship Form. Both forms and a signed Internship/Externship Agreement should be returned to the MJI Dean of Academic Administration prior to commencing with the internship/externship.

Externships and internships are typically awarded at the beginning of each semester and are 10-15 weeks in duration, depending on the number of credit hours sought and scheduled weekly contact hours. Students are expected to function as "regular" employees. They are also expected to attend staff meetings and to perform overtime/special duties when deemed necessary along with their assigned routine tasks and projects. In most cases, students are responsible for their own housing, transportation and other expenses; however, employers have the option of assisting the student with these matters. Employers may also choose to provide a grant or salary for the internship/externship.

At the close of the externship/internship, the employer is asked to submit to the MJI Dean of Academic Administration a formal evaluation of the student's performance along with a "Pass/Fail" recommendation. An evaluation form is attached although the standard company personnel evaluation form is also acceptable as long as it includes the final "Pass/Fail" grade.

Per the MJI Academic Catalog, externships and internships are described as:

BUS 450 Internship/Externship (up to 6 credits per semester, but no more than 12 total)

Prerequisites: Permission of Dean and completion of specified core requirements.

The goal of the internship/externship program is to provide students with opportunities to test their career interests and develop job-related skills through approved work experiences. Faculty sponsors guide students as they link theoretical knowledge with practical learning gained in part-time or full-time career internships/externships. A faculty member will determine the academic content of the work experience and monitor student performance. The student internee will have to maintain regular contact with the faculty supervisor reporting on experiences during the internship/externship and analyzing the academic content and skills acquired.

CIS 450 Internship/Externship (up to 6 credits per semester, but no more than 12 total)

Prerequisites: Permission of Dean and completion of specified core requirements.

The goal of the internship/externship program is to provide students with opportunities to test their career interests and develop job-related skills through approved work

experiences. Faculty sponsors guide students as they link theoretical knowledge with practical learning gained in part-time or full-time career internships/externships. A faculty member will determine the academic content of the work experience and monitor student performance. The student internee will have to maintain regular contact with the faculty supervisor reporting on experiences during the internship and analyzing the academic content and skills acquired.

**JS 450 Internship/Externship (no more than 6 credits counted for JS concentration)
1-6 credits per semester (but no more than 12 total)**

Prerequisite: Permission of Dean

The goal of the internship/externship program is to provide students with opportunities to test their career interests and develop job-related skills through approved work experiences. Faculty sponsors guide students as they link theoretical knowledge with practical learning gained in part-time or full-time career internships/externships. A faculty member will determine the academic content of the work experience and monitor student performance. The student internee will have to maintain regular contact with the faculty supervisor reporting on experiences during the internship and analyzing the academic content and skills acquired.

The MJI Internship/Externship program is an integral part of MJI's total educational experience. Therefore all fee requirements apply. However, there is no charge for any credits earned above 15 per semester. For example, a student taking 12 hours of course credit and 6 hours of externship credit during one semester will only be charged for the first 15 credits.

INTERNSHIP/EXTERNSHIP APPLICATION CHECK LIST:

(Submission of this check list to MJI is not necessary. It is for your personal use)

- 1. Did you, the student, complete all items on the Student Internship/Externship Application? ___**
- 2. Did you provide the prospective employer with a complete copy of this policy statement? ___**
- 3. Did the employer complete the Employer Internship/Externship form? ___**
- 4. Did you and the employer sign and date the Internship/Externship agreement? ___**
- 5. Have you attached a complete job description of your Internship/Externship? ___**
- 6. Have you returned all the completed forms to the Academic Dean for approval? _**
- 7. Have you properly registered for the Internship/Externship? ___**
- 8. Has your employer retained a copy of the evaluation form for completion at the conclusion of your Internship/Externship? ___**

Michigan Jewish Institute

6890 West Maple Road
West Bloomfield, MI 48322
248-414-6900, Fax: 248-414-6907

STUDENT INTERNSHIP/EXTERNSHIP APPLICATION

(To be completed by the Student)

FOR SEMESTER _____, 2009-10 or other time period (specify): _____

Application Date: _____

Student's Name: _____ SS# _____

Email Address _____

Local Address _____

Permanent Address _____

Local Phone _____ Permanent Phone _____

Number of extern/internship credits requested _____ MJI Faculty Supervisor: _____

Course: CIS 450 _____ or BUS 450 _____ or JS 450 _____

Work Schedule: Number of Weeks: _____ Days per Week: _____ Hours per Day: _____

Students receiving internship/externships MUST enroll in CIS/BUS/JS 450 during the semester in which the internship/externship is taken. The amount of credit taken should be discussed with the Internship/Externship Coordinator at the work site and your academic advisor. Please complete **all** the requested information and return **this form**, a completed **Employer Internship/Externship Form** and a signed **Internship/Externship Agreement** to MJI.

All the information I am providing is correct to the best of my knowledge. If I am selected for an externship/internship, I authorize MJI to enroll me in CIS/BUS 450 during the semester that the externship takes place for up to six credit hours per semester (maximum of 12 hours total with only 6 hours counting toward the major).

Student's signature

Employer's supervisory signature

Approval signature of Dean

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EMPLOYER INTERNSHIP/EXTERNSHIP FORM

(To be completed by the Employer)

Date: _____

Company: _____

Contact Information

Name: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Internship/Externship Information

Number of interns/externs desired: _____

Time period: _____ to _____

Location: _____

Rate of pay (Optional): _____

Number of Weeks: ____ Hours Per Week: ____ Total Number of Hours: ____

Preference for Overall GPA

3.5 or higher 2.5 or higher

3.0 or higher No Preference

Other (please specify) _____

Preference for GPA in Major Courses

3.5 or higher 2.5 or higher

3.0 or higher No Preference

Other (please specify) _____

Interviews will be conducted:

On campus

At our corporate location

By telephone

Other (please specify) _____

Our company will:

Provide/subsidize housing for externs

Assist in locating housing

Arrange contact with real estate Agent

Provide no housing assistance

Please attach a complete job description for this externship and return to:

Dean of Academic Administration
Michigan Jewish Institute
6890 West Maple Road
West Bloomfield, MI 48322
248-414-6900, Fax: 248-414-6907



INTERNSHIP/EXTERNSHIP AGREEMENT

_____ (hereinafter, the Employer) agrees to host
_____ (hereinafter, the Extern) as an extern student of MJi.

The Employer will provide the Intern/Extern with a learning experience in the fields of computer or business information systems or Judaic Studies. The Intern/Extern will work according to the hours and schedule set forth in the Employer Internship/Externship Form. The Employer will verify to MJi that the Intern/Extern did spend the required hours at work and that the Intern/Extern fulfilled all obligations. The Employer will provide supervision and oversight to ensure that the Intern/Extern will:

- learn how an employee is integrated into a project team or work group;
- learn how routine business operations are developed in a work setting; and,
- have a hands-on part in developing all or part of a program or project.

At the conclusion of the internship/externship the Employer, through its Internship/Externship Coordinator, will assess the work of the Intern/Extern using the attached Intern/Extern Evaluation Form or the Employer's own standard evaluation form. Furthermore, the Employer will allow a faculty member of MJi full access to the Intern/Extern's work with the understanding that the faculty member must respect any confidentiality requirements. If necessary, the Employer may demand that the MJi faculty member sign a non-disclosure agreement.

For the Employer

Date ____/____/____

For Michigan Jewish Institute

Date ____/____/____

Intern/Extern

Date ____/____/____

INSERT COMPLETE DESCRIPTION OF EXTERNSHIP OR INTERNSHIP PROGRAM OR PROJECT HERE: additional pages may be used, as necessary.



INTERN/EXTERN EVALUATION FORM

(To be completed by the employer at the conclusion of the extern/internship and sent directly to MJI)

Name: _____ Total Hours _____ No. of Hours Weekly: _____

Brief Description of Duties

Rating Scheme A= Excellent, B = Good, C= Satisfactory, D = Unsatisfactory, E = Poor

1. Knowledge of required skill area. ____
2. College training relevancy ____
3. Communication Skills (oral) ____
4. Communication Skills (written) ____
5. Accuracy ____
6. Initiative _____
7. Willingness to learn _____
8. Responsibility _____
9. Dependability _____
10. Team Player _____

Please comment on the Intern/Extern's ability to integrate into the workforce.

Please comment on the Intern/Extern's ability to learn the required skills to be productive.

Please comment freely.

**Overall, would you say the student "Passed" or "Failed" the internship/externship?
Please hand print the Intern/Extern's grade (Pass or Fail) here _____ on a
hard copy of this form and return it to MJI at the address below.**

Evaluator's signature, and **position/title**

MJI Faculty member signature **Printed name of MJI Faculty member**