



School of Business Administration

ACADEMIC INTERNSHIP PROCESS

1. The student checks with the Dean's office if he/she is eligible to take INT 4300 based on his/her degree plan. The prerequisites are :
 - Have a minimum CGPA of 2.0
 - Have at least 12 credits of study remaining following an internship.
 - Be enrolled in the Enterprises, Markets, and Moroccan Economy course (GBU 3303) prior to completing the internship.
 - Be prepared to begin work in June on a full-time basis for 8 weeks minimum.
 - Assume internship program fees.
2. The Dean's office sends the list of students eligible to take INT 4300 to the internship unit.
3. The internship unit organizes and informs students about a series of workshops meant to guide them throughout the internship.
4. Students attend the series of workshops.
5. Each student identifies a firm where the student could do his/her internship.
6. The student, the firm's representative, and the internship committee chair sign the « Convention de Stage ».
7. The student signs the internship agreement with the School of Business Administration (SBA).
8. The internship unit assigns an academic supervisor to the student based on his/her field of internship.
9. The student starts his/her internship for 8 weeks minimum.
10. The student submits bi-weekly progress reports to his/her academic supervisor at the end of the second, fourth, sixth, and eighth week.
11. The academic supervisor sends his/her feedback to the student by the end of the third week for the progress report submitted in the second week, the fifth week for the progress report submitted in the fourth week, the seventh week for the progress report submitted in the

sixth week, and the first full week of the Fall semester for the progress report submitted in the eighth week.

12. The student submits a French report to his/her employer, as specified in the « convention de stage ».
13. The employer fills out the evaluation forms assessing both the student's report in French and the quality of his/her daily work.
14. The student makes sure his/her employer has submitted a copy of the evaluation form by fax to the internship unit by the second full week of the Fall semester.
15. The student submits the original evaluation forms in a sealed envelope by the end of the second full week of the Fall semester to the internship unit.
16. The student submits hard copies of the French and English reports to the internship unit by the end of the second full week of the Fall semester.
17. Academic supervisors are given the first batch of internship reports for grading (students graduating in the Fall semester).
18. The academic supervisor:
 - a. Accepts the report as it is. Then, the student submits two extra hard copies to the internship unit and a soft copy to his/her academic supervisor.
 - b. Asks the student to make minor or major revisions to his/her report. Then, the student will have one week to make the changes and submit three hard copies to the internship unit as well as a soft copy to his/her academic supervisor. The academic supervisor's final decision is either accepting or rejecting the report.
 - c. Rejects the report from the first time. He/she has to provide evidence supporting his/her decision.
19. Students whose reports are rejected will not be able to present their work, so they fail the course.
20. Students whose reports are accepted will be able to present their work in front of a committee.
21. The internship unit establishes a schedule for the presentations and assigns to each student a presentation committee made up with his/her academic supervisor and another SBA faculty. During this process, the internship unit ensures that the number of presentations is equally distributed among the faculty members.
22. After the presentations take place, each presentation committee communicates the presentation grades to the internship unit.

23. The academic supervisors are given the second batch of internship reports for grading (students graduating in the Spring and Summer semesters).

24. 17 through 22 above apply to the second batch of students.

25. The internship unit sends the students' overall performance to enrollment services.

Comments:

1. If the student fails to submit progress reports to his/her academic supervisor on the due date, his/her responsiveness grade will be affected.
2. If the student fails to submit progress reports to his/her academic supervisor, then the student obtains a grade of zero in the progress reports.
3. If the academic supervisor does not send his/her feedback to the student, the student should send an e-mail to the internship unit. The internship unit informs the Dean about the issue.
4. If the student fails to submit the French internship report to his/her employer and provide the internship unit with the receipt, then his/her responsiveness grade and the grade of the French report will be affected.
5. If the student fails to submit the evaluation forms to the internship unit, then the internship unit asks the student about the reasons of the failure:
 - a. If it is the student's responsibility, then his/her responsiveness grade and the grade of the French report will be affected
 - b. If it is the employer's responsibility, then the internship unit calls the employer.
6. If the student fails to submit the English and French internship reports to the internship unit on the due date, then his/her final report grade will be affected.