



Rensselaer

Lally School of Management

Undergraduate Internship Requirements

An internship is a graduation requirement for students entering Lally as freshmen beginning with the fall 2017 cohort, as well as transfer students in the class of 2021 or later. This document outlines the types of work students can do and the process for fulfilling the requirement. Students' transcripts will reflect completion of the internship.

Objective:

The purpose of the Lally internship requirement is to ensure that students gain hands-on, day-to-day work in a business, augmenting their classroom education with real-world experience. Prospective employers value this type of experience very highly, and some demand it.

The specific learning objectives of an internship are for students to:

- a. Gain a practical understanding of how business topics are put to use
- b. Learn to follow a supervisor's directions
- c. Integrate with a team
- d. Assimilate into the company's culture or at least be sensitive to it
- e. Meet deadlines and quality expectations in a business setting.

Process:

Students will work on their own or with the CCPD to find internship opportunities. If an internship is not sourced through the CCPD, the student needs to have their internship reviewed by the CCPD for suitability vis-a-vis labor laws. Once the CCPD has approved the internship, it then must be approved by the director of undergraduate education or the student's academic adviser. This can be done by sending the following information to one's academic adviser:

- Company
- Role
- Tasks to be completed
- Hours
- Learning objectives

The student needs to forward the offer letter to their adviser as part of the process of registering the internship. When the internship has been approved and the offer letter received, the student will be able to enroll in the internship "course" to put this no-credit course onto their transcript.

The undergraduate director will serve as the faculty for that course, and students will receive “S” or “U”. In order to receive a grade of “satisfactory,” they must complete their report at the end of the internship.

During the first month of the internship, the student’s adviser or someone from Student Services will speak with the student and, if necessary, the company to ensure that the experience is mutually beneficial to both student and company.

After the internship has been completed, the student will be required to submit a report to the director of undergraduate education describing their work and what they have learned. Once the director has approved this, they will be deemed to have met the internship requirement.

In addition, the company will be sent a survey by Lally Student Services to track their satisfaction with the program.

Internship Requirements:

Internships should last for at least 8 weeks and must involve at least 120 hours of work with a single company. Regardless, students intending to use this internship for their Arch away experience need to be certain that it fulfills the Arch away requirements.

The company and the work involved must be chosen such that the student learns about the business field of interest. The student’s work should be meaningful and educational for a business student, and not simply menial tasks or tasks unrelated to the student’s education.

The internship can potentially be in any firm, subject to the approval of the student’s adviser, but the following types of companies/work will generally not be accepted for internships:

- Work for a student-run organization
- Work-from-home employment or work performed in a private home
- Work for a very small organization (i.e., firm with a single owner and no employees)
- Training or licensing activities (i.e., getting a certification, securities license, etc.)
- Work in social, political, or religious organizations will only be allowed to the extent that it is about the business of the organization, as opposed to general volunteer work for a cause
- Self-employment will not be approved unless it is starting up a business that can grow beyond a single-person organization

Acceptable options for fulfilling the internship requirement:

- Students who cannot do a full-time summer internship due to ROTC commitments will have to do an assignment that requires them to contribute to some sort of an organizational setting (sports team, ROTC unit, etc.), and demonstrate that they have met the goals mentioned in the learning objectives, above, by submitting a report to the undergraduate director.
- The away semester of the Arch experience may fulfill this requirement if the student elects to do an internship or a co-op during that time and it meets the Arch away requirement. Engagement in research, study abroad, or some other away experience that does not require them to work as part of an organization will not be considered as fulfilling the internship requirement.