Introduction

The Columbus State Community College Internship and Practicum Program is a variable credit program that provides second year students the opportunity to participate in a course designed to integrate traditional classroom learning with academically related, real world, practical work experience. The purpose of the Internship Program is to afford specific and necessary learning that is not accessible to students in the traditional classroom setting. Students choosing to enroll in an internship course are expected to develop quality studies, research outcomes or projects that provide appropriate field-based work experiences related to their academic programs. This experience is expected to focus on active learning. In addition, the internship should clearly complement and add to learning from previous courses and expected learning identified in the students approved academic program of study.

Policies and Procedures

Eligibility
1. Students must have a declared major for the internship program they plan to enroll in.
2. Students must have completed all program specific requirements as defined by the program coordinator.
3. Since the internship is a capstone course, students must have completed a majority of the courses in their declared program.
4. Students must have their internship position approved prior to registering for the course(s).

Credits/Grading
The grade for the practicum will be based on attendance and the employer’s evaluation of the student. The grade for the seminar course will be determined by the course instructor and judged on the completion of required seminar projects and/or assignments. Some programs have combined the two courses into one course section. The internship must accomplish a minimum number of hours by the end of the semester (which varies based on the major).

Application
The process begins with the student applying to the program online. This registers into the system and generates a response email with further instructions on finding and/or developing an internship position.

Approval Forms
The student and mentor will collaboratively complete a position description designating the scope and nature of the internship to be undertaken and submit this information via the Approval Request Form. Students must also complete and have their employer sign the Internship Agreement Form. Both of these forms are submitted by the student to the Internship Program Coordinator for approval into the course(s) prior to the deadline for the term in which registration is desired.

Supervision
1. Internship projects and assignments are directed and evaluated by the faculty course instructor. This instructor may, at his/her discretion, request an evaluation of the project report by consulting faculty or other advisers.
2. The student is responsible for securing an opportunity and coinciding supervisor mentor at the internship location or organizational setting. The employer supervisor or “mentor” works with the faculty course instructor in assuring student learning and success in the completion of the student internship course. This person must formally agree to supervise the student, assist the student in the experience, evaluate the student’s performance, and submit an evaluation promptly to the program coordinator at the conclusion of the semester.
Mentor Internship Process

Preparation Phase
The preparation phase for the internship consists of commitment, position development, communication, recruitment, and selection.

Commitment
The participating company and its management must be willing to make the financial commitment, time commitment, and the support commitment that is required to host an intern during the 15 week semester. The financial commitment includes the wages, supplies, technology, and other supplementary materials interns will need to complete their responsibilities. The supervisor, or mentor, will have a significant time requirement set aside to monitor the intern. Additionally, there will be needed organizational support given to the student during their internship.

Position Development
Once the commitments are made, the position must be developed. This includes determination of the intern’s responsibilities, compensation, desired qualifications, established supervisor (mentor), and any projects that are planned. The listing of Degree Descriptions and Internship Projects located in this document will assist in establishing capabilities of the students in each degree program.

Creating Internship Hosting Capability
- Ensure the appropriate office space is available
- Provide desk and needed office supplies
- Determine who will “mentor” student
- Provide the technology that will be needed
- Determine tasks that intern will perform
- Evaluate compensation capability

Types of Internship Compensation and Reward
- Hourly wage
- Federal work study (Non-Profit Organizations)
- Tuition benefits (reimbursement)
- Free parking
- Provide executive lunch for intern to network
- Allow time worked in internship to apply to service tenure if hired on permanently
- Product/service discounts
- Transportation stipend
- Industry exams or certifications
- Company training program
- Fitness center access/employee membership
- Sporting event or concert tickets
- Commission (if applicable)
- Full employee benefits/Insurance
- Preferential interview for permanent position
- Housing/relocation assistance

Unpaid Internships
Many times, organizations are not able to offer regular wages for an intern. However, since the company is hosting an educational opportunity, the ability exists to host an unpaid intern. For additional guidance on hosting an unpaid intern, please review the Hosting an Unpaid Intern page later in this document and please contact the Department of Labor to answer any questions.

Federal Work Study Program: Non-Profit Organizations
If you are a non-profit organization, the position you are offering may qualify for the off campus Federal Work Study program. A qualifying student would be able to intern at your organization while being compensated via Federal Work Study dollars. This is an option for qualifying non-profit organizations only; please contact the Federal Work Study program at Columbus State Community College.

Communication
Upon determination of the position, the next step involves communication of your opportunity to Columbus State. Please develop an effective job description to include a company description, location, responsibilities, desired qualifications, application process, and the deadline for applying. This description can be submitted online at http://www.cscc.edu/IMT/intern/internINQUIRYcompany.html. If you require additional assistance, please contact intern@cscc.edu.
Recruitment
Once the position description is submitted to the Internship Program Coordinator, a posting will be created for students searching for an opportunity. The employer’s interview and evaluation procedures will be used for the candidate review process. The company can also incorporate other current means to promote their opportunity online through their company website or social networking sites. Interested students will apply directly to the company through the means described in the job description.

Selection
After the evaluation of candidates, it is the company’s discretion to hire the intern who best fits their organization. The company is making a substantial commitment in bring on the intern into their organization; therefore it is necessary that the ultimate selection of the intern is determined by the employer.

Implementation Phase
After selecting the intern, an effective implementation plan for the intern is necessary to a successful experience. The implementation phase for the internship consists of planning, monitoring, and evaluating.

Planning
The key to a successful internship is in the planning stages. One of the most common complaints from students results from inadequately setting their expectations for the semester.

**WEEK ONE INTERNSHIP IMPLEMENTATION**
- Welcome the intern
- Introductions/Company Tour
- Discuss company and intern expectations
- Establish connection with intern
- Evaluate weekly plan with intern
- Solicit feedback from intern on plan

Monitoring
Once you have taken the time to develop a plan, the mentor must monitor the internship to ensure the plan is executed effectively. During the internship, interns expect the mentor to provide meaningful work experience and not dedicate their internship to remedial tasks. While some clerical work will also tie into an internship, ensure that you are also providing means for the intern to be part of overall goals of the company. The highest ratings for internships come from the highest levels of contribution.

**WHAT MAKES A GOOD MENTOR**
- Communicate effectively
- Allow intern to ask questions
- Provide feedback
- Demonstrate professionalism
- Be approachable
- Be available and provide support
- Provide opportunity for group work
- Set expectations and direct priorities
- Supervise and evaluate the student

Evaluation
An important element in every internship is the evaluation of the student. This is a learning experience for the student and the main catalyst for growth is by understanding one’s strengths and weaknesses. Providing the student feedback on their work is important for the academic component, but also critical to the student’s success. **While there is an overall mentor evaluation which must be returned to the faculty course instructor, the student should be evaluated and provided feedback throughout the experience.**

Post-Internship Phase
At the culmination of the internship, the mentor is expected to celebrate the completion of the experience and finalize the evaluation of the intern for submission.

**CELEBRATE THE INTERNSHIP ACHIEVEMENT**
- Don’t view internship end as termination
- Be thankful for the interns contributions
- Show your appreciation
- The student is an ambassador for your company
- Solicit their feedback / exit interview
- Extend offer for permanent employment, if able
Degree Descriptions and Internship Projects

The following includes descriptions of each degree program that is affiliated with the CSCC Internship Program. Please note that these descriptions depict the capabilities of students who have completed their degree program. Students preparing for their internship should have a majority of their coursework completed; however, please keep in mind that interns are in the learning process. This is to be used as a guide for analyzing the capabilities of the interns.

As additional guidance, an internship project list is included for each general concentration. Project oriented tend to be beneficial as they allow a tangible goal for both the student and company. Please feel free to use the list as inspiration in designing your specific opportunity.

Business Management (BMGT) Degree

Upon completion of the program for an Associate Degree in Business Management with a Business Management major, the graduate will be able to:

- Demonstrate knowledge of the management functions and skills within an organizational system as they interact in a dynamic and diverse global environment.
- Demonstrate a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business.
- Prepare and present effective written and oral business related reports.
- Work effectively as a member of a team.
- Use appropriate technology and other resources to research, analyze and integrate both quantitative and qualitative data to solve business problems.
- Appropriately apply the management functions both departmentally and to the organization as a whole.
- Assess and develop individual communication, leadership and team building styles.
- Recognize and adapt to the communication, leadership and team building styles of others.

Entrepreneurship (SBMGT) Degree

In addition to the Business Management core outcomes, a graduate pursuing the Entrepreneurship Degree will be able to:

- Demonstrate knowledge of the skills needed to start a new business.
- Demonstrate knowledge of the research methods and skills needed to start, expand, or purchase a business.
- List and explain the major factors influencing the success or failure of a small business.
- Develop a business plan.
- Demonstrate knowledge of the functional and interpersonal management skills needed to operate a small business.

Business Management Internship Projects

- Analyze sales data for reporting purposes
- Research and recommend improvements to systemize operations
- Document current tasks to set up measurements and controls
- Assist in systems implementations of the business and operations
- Document standard operating procedures (SOP) for positions
- Set up signage or instructions at all applicable stations
- Produce operations manual for all systems
- Develop customer loyalty program
- Facilitate a focus group
- Complete a traffic count
- Develop a business plan
Accounting (ACCT) Degree

Upon completion of the Associate Degree in Accounting, the graduate will be able to:

- Apply generally accepted accounting principles to measure, process, and communicate financial information about a business entity.
- Use accounting computer software to maintain accounting records and prepare financial statements.
- Apply theory and practical applications of job order, process, and activity-based cost systems, including the evaluation of actual to standard costs.
- Prepare systems flowcharts and evaluate the internal control of a business system.
- Compare and use financial statements for decision-making purposes.
- Explain the purpose and standards for an independent audit.
- Explain the procedures used in applying auditing standards in conducting an independent audit.
- Prepare budgets and forecasts for financial decisions.
- Identify and describe each of the rules contained in the AICPA Code of Professional Conduct.
- Prepare individual income tax returns and research tax questions.
- Prepare federal, state, and local payroll tax returns as well as franchise and personal property tax returns.

Accounting Internship Projects

- Develop accounts payable/receivable reports
- Perform a ratio analysis of company data
- Analyze budget and forecast trends
- Assist tax return filing during tax season
- Prepare financial statements
- Evaluate inventory and cost allocation systems

Finance (FMGT) Degree

Upon completion of the Associate Degree in Finance, the graduate will be able to:

- Explain the key concepts of financial transactions in the macroeconomy.
- Explain operational methods of various financial institutions.
- Demonstrate an understanding of both commercial and consumer credit; plan credit investigations, analyze credit reports, make credit granting decisions, implement a general collection system, demonstrate an understanding of credit laws, and measure the efficiency of a credit department.
- Understand stocks, bonds, mutual funds, real estate, insurance, and annuities and the interrelationship between them and their appropriate application.
- Analyze stocks, bonds, and mutual funds and the interrelationship between them. Explain the use of mutual funds to achieve diversification.
- Use spreadsheet software, financial calculators and the Internet to research and analyze financial topics.
- Apply capital budgeting techniques for valuing business investments.
- Write financial plans for business entities and individuals.
- Demonstrate the ability to use business periodicals, the Internet, value line, mutual fund prospectuses, and stockholders’ reports to produce analytical and descriptive research relevant to current financial markets.

Finance Internship Projects

- Evaluate the operation procedures for a financial institution
- Perform a ratio analysis of company data
- Analyzing investment market trends
- Develop an statistical research overview of potential investment
- Create capital budget in valuing possible business investment
- Develop financial business plan
Human Resources (HRM) Degree

Upon completion of the Associate Degree in Human Resources Management, the graduate will be able to:

- Research human resources laws, cases, and issues using the Internet and other resources.
- Apply human resources laws impacting private sector employers to day-to-day business operations.
- Write legal human resources policies, procedures, programs and employee handbook summaries for an organization.
- Develop protocol for and conduct the various types of interviews used in business.
- Develop a job analysis questionnaire and write job descriptions and job specifications.
- Develop/administer a monetary compensation system.
- Develop/administer employee benefit programs.
- Develop/administer a performance appraisal system.
- Provide assistance in the union organizing, negotiating, grieving, and arbitrating processes.

Human Resources Internship Projects

- Pre-screening of applicants (Human Resources)
- Developing handbooks and employee manuals
- Writing weekly or monthly employee newsletters
- Develop a wellness initiative
- Create organization hierarchy
- Develop employee telephone directory
- Conducting regulation research and compliance
- Assisting with the development of recruiting strategies
- Assisting with payroll and benefits compensation
- Implementation and maintenance of human resource information system
- Perform query analysis of employees
- Archive employee information and data entry
- Assist in the creation of employee work schedules

Business Office Applications (BOA) Degree

Upon completion of the Associate Degree in Business Office Applications, the graduate will be able to:

- Maintain a filing system (alphabetic, numeric, geographic, and/or by subject).
- Write or draft responses to routine correspondence, use correct grammar, and employ punctuation rules accurately.
- Perform basic bookkeeping tasks.
- Prepare written and oral presentations using currently accepted presentation graphics software.
- Demonstrate knowledge of management theory, functions, and skills.
- Demonstrate a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business.
- Use appropriate business technology and other resources to research, analyze, and integrate data to solve business problems.

Office Applications Internship Projects

- Developing handbooks and employee manuals
- Conducting regulation research and compliance
- Create organization hierarchy
- Develop employee telephone directory
- Evaluate communication procedures and recommend enhancements
- Perform query analysis of employees
- Complete data entry project and archive files
- Prepare a presentation using accepted software
- Assist in the creation of employee work schedules
**Computer Science (CSCI) Degree**

**MIS/Project Management Track**
Upon completion of the Associate Degree in Computer Science, Project Management Track, graduates will be able to:

- Participate in collaborative projects utilizing the Systems Development Life Cycle (SDLC).
- Determine project requirements of a Network System.
- Create project documentation using PC-based application.
- Define project goals clearly and implement project plan.
- Design and produce a UML requirement model.
- Implement a UML design in IT Project.
- Determine task dependencies and schedules.
- Assign and optimize resources.
- Measure and present results effectively.
- Apply practical aspects learned in the classroom by managing or assisting in managing IT projects.

**Network Administrator Track**
Upon completion of the Associate Degree in Computer Science, Network Administrator Track, graduates will be able to:

- Participate in collaborative projects utilizing the Systems Development Life Cycle (SDLC).
- Design and produce a UML requirement model.
- Create project documentation using PC-based application.
- Install a variety of server configurations using current network software and protocols.
- Apply workstation configurations using a variety of operating systems commands.
- Integrate project requirements using database technology.
- Apply operating systems commands for effective disk management.
- Complete a series of exercises to prepare for a certification program.

**Software Developer Track**
Upon completion of the Associate Degree in Computer Science, Software Developer Track, graduates will be able to:

- Determine project requirements.
- Design information technology solutions using software.
- Develop applications using programming languages.
- Identify networking concepts.
- Prepare project documentation.
- Participate in collaborative projects utilizing the Systems Development Life Cycle (SDLC).

**Web Development Track**
Upon completion of the Associate Degree in Computer Science, Web Development Track, graduates will be able to:

- Participate in collaborative projects utilizing the Systems Development Life Cycle (SDLC).
- Determine project requirements.
- Create project documentation using PC-based applications software.
- Develop applications using Web programming languages.
- Create a multiple page, multiple presentation Web site.
- Integrate project requirements for an e-commerce Web site using current database and networking technology.
- Complete a series of exercises to prepare for a certification program.
- Apply operating systems fundamentals for effective disk management.

**Project Management Internship Projects**
- Conduct research on current company network
- Design and produce a UML requirement model
- Develop a user manual and/or standard operating procedures (SOP)
- Create project scope analysis, detailing goals and objectives for the project and using “SDLC”
- Assist in testing and implementation
- Develop a presentation for measured results
- Provide technical support and document issues
- Create reporting mechanisms for a project

**Network Admin Internship Projects**
- Conduct research on current company network systems
- Develop a user manual and/or standard operating procedures (SOP)
- Create project scope analysis, detailing goals and objectives for the project and using “SDLC”
- Assist in testing and implementation
- Develop a presentation for measured results
- Provide technical support and document issues
- Create reporting mechanisms for a project
- Install server configurations

**Software Developer Internship Projects**
- Conduct research on current company software
- Develop a user manual and/or standard operating procedures (SOP)
- Create project scope analysis, detailing goals and objectives for the project and using “SDLC”
- Assist in testing and implementation of software installation
- Develop a presentation for measured results
- Provide technical support and document issues
- Create reporting mechanisms for a project

**Web Development Internship Projects**
- Conduct research on current company website capabilities
- Develop a user manual and/or standard operating procedures (SOP)
- Create web project scope analysis, using “SDLC”
- Assist in testing and implementation of website
- Develop an application using Web programming languages
- Develop a presentation for measured results
- Provide technical support and document issues
- Create reporting mechanisms for a project
Digital Design and Graphics (DDG) Degree

Upon completion of the Associate Degree in Digital Design and Graphics, the graduate will be able to:

- Specify type styles and sizes, coordinate colors, and employ the elements of design to communicate effectively.
- Be able to handle prepress jobs with bleeds, traps, overprints, reverses, and screen tints.
- Use a densitometer and colorimeter to monitor dot gain, solid ink density, hue error, grayness, and LAB.
- Utilize QuarkXPress, InDesign, and Photoshop to generate images consistent with computer-supplied layouts or to correct customer-supplied files.
- Use Illustrator to generate art or to correct customer-supplied files.
- Use communication skills (verbal, written, and graphic) to interact effectively with both internal and external customers.
- Understand the components of, and the interrelationship among, the various segments within digital design and graphics.
- Understand the basic concepts of project management including scope definition, resource allocation, and scheduling.
- Understand selling theory and the phases of the sales process from initial contact to close.
- Be familiar with the basics of interactive media production as it impacts cross-media projects.
- Understand the business components within the digital design and graphics industry.
- Understand quantitative measures used for quality control within the digital design and graphics industry.
- Understand digital camera composition and color correction techniques.

Digital Design & Graphics Internship Projects

- Generate images or layout through graphic software; QuarkXPress, InDesign, and Photoshop
- Design a logo using graphic software techniques
- Develop a proposal for new project
- Implement or enhance company website
- Assist in a customer sales meeting
- Research the current systems used and recommend improvements
- Prepare a presentation using accepted software
- Develop a social media initiative
- Analyze quality control and prepare evaluation report

Digital Photography (FOTO) Degree

Upon completion of the Associate Degree in Digital Photography, the graduate will be able to:

- Demonstrate an understanding of the principles associated with craft, scholarly theory and profession of digital photography.
- Recognize, evaluate, combine and utilize all appropriate skills and techniques of digital photography in relation to digital capture, digital equipment imaging needs, and digital workflow management.
- Learn to balance complex technical and aesthetic concerns when fulfilling digital photography assignments from conception to completion.
- Develop strategic, business and implementation plans for digital photography projects including budgeting, software and hardware procurement and use, staffing, training and legal issues.
- Describe how digital photography is utilized in local and regional career applications and processes.
- Demonstrate appropriate digital image-editing software and computer skills that directly support digital photography editing/enhancement and post-production workflow techniques.
- Demonstrate aesthetic and technical problem-solving skills to determine the best visual solutions to different assignments and situations.
- Think critically and communicate effectively while modeling professional and ethical behavior.
- Demonstrate self-management skills, life management skills, and interpersonal skills.

Digital Photography Internship Projects

- Assist in photography for a publication, event, etc.
- Edit photos using computer software
- Development and distribution of photography project
- Develop a proposal for new project
- Enhance company website
- Assist in a customer sales meeting
- Research the current systems used and recommend improvements
- Prepare a presentation using accepted software
- Analyze quality control and prepare evaluation report
Interactive Media (IMM) Degree

The Interactive Media Associate Degree program is designed to impart four critical skills to its graduates:

- Design
- Scripting (source code and application), including HTML, CSS, Javascript, and Actionscript
- Familiarity with various design-oriented application programs including: Adobe Photoshop, ImageReady, Flash, Dreamweaver, Illustrator, and Maya
- Experience in both the Macintosh and Windows platforms

Upon completion of the Associate Degree in Interactive Multimedia, graduates will be able to:

- Possess a working-level knowledge of the interactive multimedia field and how it affects society and industry.
- Comprehend the relationship between design, marketing, and interactive multimedia projects.
- Be able to evaluate the strengths and weaknesses of project design including storyboarding, diagramming, flowcharting, and brand relevance.
- Be familiar with many of the programming languages used by the multimedia professional (HTML, CSS, Javascript, MySQL and CGI Scripting) by creating sites using various scripting languages.
- Be familiar with basic concepts of digital conversion, video coding and processing, and integrating digital audio with video.
- Learn the basic principles of digital video editing using various original or provided video clips.
- Understand the basic principles of 2D design, the elements of design, and concepts of forms and structures.
- Comprehend the basic concepts of 3D modeling: model construction, rendering, lighting, and animation.
- Create a functional interactive, animated Web presence from conceptual stages to finished product.
- Possess extensive knowledge of industry standard Web animation software (Flash).
- Gain important insights on the actual functioning of working multimedia groups and how those groups function as part of a large system.
- Understand the interrelationship between front-end design and back-end results.
- Gain working knowledge of Web design application software using Dreamweaver.
- Use storyboard, flowchart and drawing skills to represent finished versions of a Web site, an interactive CD or a video.

Interactive Media Internship Projects

- Generate web images or website layout through applicable software
- Develop a proposal for new project including storyboarding, diagramming, flowcharting, and brand relevance
- Design a logo using graphic software techniques
- Record a video clip or digital animation for website use
- Implement or enhance company website using appropriate programming languages
- Create an interactive CD or video for distribution
- Assist in a customer sales meeting
- Research the current systems used and recommend improvements
- Prepare a presentation using accepted software
- Develop a social media initiative

Digital Audio/Video Production (IMM.DAVP) Degree

The Digital Audio/Video Production Major is designed to address the need for professionally trained graphic design and interactive media professionals who have the skill set to utilize audio and video assets (typically called “rich media”) in the production of new media whether it is in a CD-ROM, DVD, interactive Web sites or other delivery systems.

In addition to the Interactive Multimedia competencies, graduates completing a Digital Audio/Visual Production Major will be able to:

- Understand the role of audio/visual production in an integrated marketing communications plan.
- Use software tools to capture and edit audio and video from various sources.
- Understand copyright and fair use laws as they relate to audio/video production.
- Stream and import video for web productions.
- Identify ways to incorporate text and character animation into video productions.
- Demonstrate an ability to record voice, music, and effect for multimedia products.
- Demonstrate an understanding of the processes involved in planning, scripting, recording, and editing a digital audio/video production.

Digital Audio/Video Production Internship Projects

- Develop a proposal for new project including storyboarding, diagramming, flowcharting, and brand relevance
- Record and edit a video or digital animation for website
- Enhance company website using appropriate programming languages
- Create an interactive CD or video for distribution
- Assist in a customer sales meeting
- Research the current systems used and recommend improvements
- Prepare a presentation using accepted software
- Develop a social media initiative
Marketing (MKTG) Degree

Upon completion of the Associate Degree in Marketing, the graduate will be able to:

- Understand the role of branding, the concept of brand equity, and brand elements in designing marketing programs and strategies.
- Demonstrate knowledge of the major communications tools used in marketing, with particular emphasis on developing a creative brief and comprehensive direct marketing campaign.
- Demonstrate knowledge of how consumer behavior impacts overall marketing strategy and influences the purchaser’s decision-buying process as identified by marketing research.
- Comprehend the sales process and understand how it relates to consumer and business-to-business purchasing.
- Identify issues that arise in global marketing and describe the basic mechanisms for doing business in foreign markets.
- Understand various consumer and industrial systems of distribution and supply chain management.
- Describe the components of the successful e-Commerce business model and their interrelationship.
- Understand the role of ethical decision making in the business world.

In addition to the Marketing competencies, graduates completing a Direct Marketing Major will be able to:

- Define and develop a target market and select the most appropriate methods to reach it.
- Select and use the appropriate methodology to assess the costs of direct marketing efforts.
- Understand and be able to utilize interactive direct marketing media.
- Plan and implement telemarketing campaigns for purposes of direct selling, fund-raising, and business-to-business sales.
- Integrate creative activities and outcomes with appropriate direct marketing techniques.

Marketing Internship Projects

- Create a new marketing campaign or initiative
- Create mailing lists/mail merge
- Create a marketing plan for the company
- Create a customer survey
- Create a newsletter and develop sponsorship campaign
- Design brochures or distribution materials
- Design a logo or website layout
- Design charts and graphs to be used in meetings and conferences
- Edit publications
- Conduct market research
- Perform evaluation of company’s target market
- Oversee photography for a publication
- Analyze sales data
- Develop customer loyalty program
- Writing press releases and other public relations materials
- Conduct a focus group and/or complete a traffic count
- Develop a social media initiative

Supply Chain Management/Logistics (SCM) Degree

Upon completion of the Associate Degree in Supply Chain Management, the graduate will be able to:

- Be able to make channel-related decisions to satisfy industrial and consumer wants in both domestic and international markets.
- Demonstrate knowledge SCM terminologies including inventory control techniques, bar-coding systems, picking and delivery processes, and storage and sorting systems.
- Demonstrate knowledge of the function and operation of warehouses and distribution facilities.
- Describe the traffic management function and its role in carrier selection, rate determination and rate negotiation.
- Demonstrate knowledge of state and federal laws that impact the distribution function, including knowledge of common carrier obligations.
- Participate in the development of an integrated plan of action consistent with established supply chain management goals.

In addition to the Marketing competencies, graduates completing a Retail Management Major will be able to:

- Understand the analytical tools in measuring productivity.
- Possess a basic understanding of industrial safety issues.
- Understand the principles of interactive management.

Logistics/Supply Chain Management Internship Projects

- Develop user manuals and directions for equipment
- Document standard operating procedures (SOP)
- Evaluate warehouse capability
- Research safety procedures and recommend improvements
- Perform system maintenance
- Analyze inventory or warehouse capabilities and develop evaluation report
- Prepare a presentation using accepted software
- Develop a collaborative action plan
- Assist in a customer negotiation meeting
Hosting an Unpaid Intern

There are legal considerations when you are looking to take on an intern without compensation. According to the Department of Labor, if all of the following criteria apply, the students are not employees within the meaning of the Act and may not be compensated: (http://www.dol.gov/elaws/esa/flsa/scope/er15.asp)

<table>
<thead>
<tr>
<th>#</th>
<th>Qualification</th>
<th>Department of Labor Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Training</td>
<td>The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;</td>
</tr>
<tr>
<td>2</td>
<td>For the benefit of the student</td>
<td>The training is for the benefit of the trainees or students;</td>
</tr>
<tr>
<td>3</td>
<td>Do not displace regular employees</td>
<td>The trainees or students do not displace regular employees, but work under close supervision;</td>
</tr>
<tr>
<td>4</td>
<td>Mentor (employer) dedicates time and receives no immediate advantage</td>
<td>The employer that provides the training receives no immediate advantage from the activities of the trainees or students and, on occasion, his operations may even be impeded;</td>
</tr>
<tr>
<td>5</td>
<td>Not necessarily entitled to job at the conclusion of internship</td>
<td>The trainees or students are not necessarily entitled to a job at the conclusion of the training period;</td>
</tr>
<tr>
<td>6</td>
<td>Both parties understand and agree there is no entitlement to wages</td>
<td>The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training;</td>
</tr>
</tbody>
</table>

A learning experience at an employer’s work site should include all of the following elements:

1. a planned program of job training and work experience for the student, appropriate to the student’s abilities, which includes training related to pre-employment and employment skills that are coordinated with a school-based learning component;
2. the learning experience encompasses a sequence of activities that build upon one another, that increase in complexity and promote mastery of basic skills;
3. the learning experience has been structured to expose the student to all aspects of an industry and promotes the development of broad, transferable skills; and,
4. the learning experience provides for real or simulated tasks or assignments which push students to develop higher-order critical thinking and problem-solving skills.

The key point is that this is a training effort for the student and that the student cannot displace another employee from their job. Most of these are met by unpaid intern employers, however, qualification #4 has been of particular interest because it is often not possible (nor productive for the student) to participate in an internship where they are not producing something nor performing a task that is advantageous to the company. Therefore, additional clarification was given in a 2004 opinion letter.

The opinion letter expands that these unpaid internships especially involving for-profit organizations should include college credit in place of compensation for unpaid interns. It specifically mentions that the college credit should include:

1. A faculty coordinator responsible for advising interns
2. A faculty coordinator that consults with host organization on a regular basis during the internship
3. The host organization (mentor) submits an evaluation of the student at the conclusion of the internship

All three of these points have already been incorporated and are a vital part of the Columbus State Internship Program.

Please consider this information only as a guide for developing your internship. A company should contact the Department of Labor to ensure that all considerations are appropriated before embarking an unpaid internship.