

SUMMER INTERNSHIP PROGRAM

School of Business	School of Science
<p>Coordinator: Dr. James Nolan (jnolan@siena.edu)</p>	<p>Coordinator: Dr. Timoth Lederman (lederman@siena.edu)</p>
<ul style="list-style-type: none"> • Student must be a <u>senior</u> during the semester of their internship • Student must have at least <u>84 credits, 12 credits in their major</u> • Student is responsible for securing the employer internship site (contact Dr. Nolan or Mrs. Anderson in the School of Business for assistance) • After an employer internship site has been identified by the intern, he/she must secure written approval of that site from Dr. Nolan • In order to obtain this approval, a written job description must be secured by the intern from the prospective employer • In addition, the employer must sign and return an Employee Agreement that defines the requirements of the employer (e.g. provide at least 120 hours of work experience and submit mid-term and final intern evaluation reports) • Once the approval process is complete and the internship is approved, then the student must register for the internship in the School of Business • Students pay regular tuition for the internship course: BUDV-482 (3 credits) 	<ul style="list-style-type: none"> • Student must be a <u>senior</u> during the semester of their internship • Student must have at least <u>84 credits, at least 14 credits in a single department in the School of Science</u> • Student is responsible for securing the employer internship site (contact Dr. Lederman for assistance) • After an employer internship site has been identified by the intern, he/she must secure written approval of that site from Dr. Lederman • In order to obtain this approval, a written job description must be secured by the intern from the prospective employer • In addition, the employer must sign and return an Employee Agreement that defines the requirements of the employer (e.g. provide at least 120 hours of work experience and submit mid-term and final intern evaluation reports) • Once the approval process is complete and the internship is approved, then the student must register for the internship in the School of Science • Students pay regular tuition for the internship course: SCDV-480 (3 credits)

Non-Business Majors:

- All students will be accepted on the condition that they accept an internship in a business-related field subject to the discretion of the director of the program
- Candidate should have taken some business courses in order to qualify for placement. The number of credits and courses needed and/or allowed will depend on each individual applicant's background.