



Internship Program

Information Packet

A Valuable Resource for Businesses & Students

For more information, please contact Career Services at (312) 935-4060 or careerservices@robertmorris.edu to be directed to a Career Advisor.

Robert Morris University
401 S. State Street
Chicago, IL 60605
www.robertmorris.edu





ROBERT MORRIS UNIVERSITY ILLINOIS

ACADEMIC CALENDAR

Quarter	Start Date	End Date
Winter 2010	December 6, 2010	February 19, 2011
Spring 2011	February 21, 2011	April 30, 2011
Summer I 2011	May 2, 2011	July 9, 2011
Summer II 2011	July 18, 2011	September 24, 2011
Fall 2011	September 26, 2011	December 03, 2011

Quarter	Start Date	End Date
Winter 2011	December 05, 2011	February 18, 2012
Spring 2012	February 20, 2012	April 28, 2012
Summer I 2012	April 30, 2012	July 07, 2012
Summer II 2012	July 16, 2012	September 22, 2012
Fall 2012	September 24, 2012	December 8, 2012

DEGREES AND PROGRAMS OFFERED

Chicago * Bensenville * DuPage * Lake County * Orland Park * Peoria
Springfield * Elgin * Arlington Heights * Schaumburg

School of Business Administration

Bachelor of Business Administration Degree

- ❖ Accounting
- ❖ Economics
- ❖ Management
- ❖ Health /Fitness Management
- ❖ Hospitality Management
- ❖ Information Systems Management

Bachelor of Professional Studies

- ❖ Law Office Administration

Associate of Applied Science Degree

- ❖ Business Administration
- ❖ Paralegal

College of Nursing & Health Studies

Bachelor of Business Administration Degree

- ❖ Health/Fitness Management

Bachelor of Professional Studies

- ❖ Applied Health Sciences

Associate of Applied Science Degree

- ❖ Nursing
- ❖ Medical Assisting
- ❖ Fitness & Exercise
- ❖ Surgical Technology
- ❖ Pharmacy Technology

Institute of Art & Design

Bachelor of Applied Science Degree

- ❖ Digital Video
- ❖ Graphic Design

Bachelor of Professional Studies Degree

- ❖ Architectural Technology

Associate of Applied Science Degree

- ❖ Graphic Design

College of Liberal Arts

Bachelor of Professional Studies Degree

- ❖ Organizational Writing

Morris Graduate School of Management

Master of Business Administration Degree

- ❖ Management
- ❖ Management/Human Resources
- ❖ Management/Finance
- ❖ Human Resources
- ❖ Accounting
- ❖ Accounting/Finance

Master of Information Systems Degree

Master of Management Degree

- ❖ Higher Education Administration
- ❖ Health Care Administration

Institute of Technology & Media

Bachelor of Applied Science Degree

- ❖ Networking with elective course work in:
 - Systems Integration
 - Security
 - Database
 - Management

Bachelor of Professional Studies Degree

- ❖ Architectural Technology
- ❖ Web Development

Associate of Applied Science Degree

- ❖ Computer Networking
- ❖ CAD/Drafting (Architectural/Mechanical)
- ❖ Interior Space Planning & Design

Institute of Culinary Arts

Bachelor of Professional Studies Degree

- ❖ Advanced Culinary Arts

Associate of Applied Science Degree

- ❖ Culinary Arts

Internship Program

WHAT IS THE RMU INTERNSHIP PROGRAM?

The RMU Internship Program provides an opportunity for organizations to work with students interested in gaining hands-on work experience related to their field of study. Employers benefit from this program by training and mentoring new talent who assist in performing key organizational projects. Internship projects may be performed by an individual student or a group of students under the guidance of a faculty member.

HOW ARE INTERNSHIPS COORDINATED?

Businesses and organizations interested in participating in the Internship Program should contact the Office of Career Services. Career Advisors refer students to internship opportunities based upon their majors and the specified qualifications for the position. Employers are encouraged to meet and interview interested candidates and notify the Career Advisor of individual(s) selected for the internship.

HOW CAN A GROUP INTERNSHIP BENEFIT MY ORGANIZATION?

A group internship allows a number of students to collaborate with an organization to work on a specific project in order to gain experience. The size of the group may range from a few students to an entire class working under the guidance of a faculty member. The organization works with RMU faculty to create an appropriate project to meet the objectives of the class and benefit the needs of the organization. Examples of a group internship include the development of marketing plans, web sites, and company policy guides.

HOW LONG DO INTERNSHIPS LAST?

Students work part-time, typically 10 hours per week for 10 weeks. Each internship experience has specific start and end dates to ensure that the internship project is completed in a timely manner.

ARE INTERNSHIPS PAID OR UNPAID?

Internships may be paid or unpaid work experiences depending upon the employer's preference.

WHAT IS MY ROLE AS AN INTERNSHIP SUPERVISOR?

The Internship Supervisor plays an integral role in the education of a student. The supervisor provides guidance and assistance for the intern throughout the internship project. In addition, the supervisor is asked to complete a midpoint and final evaluation of the intern's performance.

DO STUDENTS EARN CREDIT FOR INTERNSHIPS?

Students receive academic credit for participating in internship projects that are approved by the Dean of their school of study. The internship is comparable to material covered through coursework, and the internship evaluation and required documentation are comparable to the final exam of a class. Credit is awarded upon final review of the work performed and receipt of all required documentation.

For more information, please contact the Office of Career Services at (312) 935-4060

ROBERT MORRIS UNIVERSITY INTERNSHIP PROGRAM

EXAMPLES OF INDIVIDUAL INTERNSHIP PROJECTS:

ACCOUNTING

- Prepare income tax returns and financial statements
- Conduct internal and external audits
- Assist with Accounts Payable and Accounts Receivable duties

HEALTH CARE MANAGEMENT

- Assist in planning and coordinating health care events such as health fairs, vaccine clinics and blood drives
- Assist with the operations management of a health care organization
- Assist with preparation for JCAHO audit

COMPUTER STUDIES

- LAN installation, troubleshoot and install/configure the server and workstations
- Develop and implement a database
- Develop and maintain an internal or external organizational web site
- Write computer programs using Visual Basic, C++ and Java

GRAPHIC ARTS, MEDIA ARTS & WEB DESIGN

- Assist in the development of a print ad campaign
- Assist in the development and layout of newspapers and brochures
- Assist in the design of a web site

MEDICAL ASSISTING

- Measure patient's vital signs, administer injections and perform phlebotomy
- Medical records management and computerized bookkeeping

HUMAN RESOURCES

- Process employment applications and assist with new hire paperwork
- Conduct pre-screening of applicants and complete reference checks
- Assist in on-site recruiting and job fairs

MARKETING

- Conduct market research and interpret research data
- Assist account executives in a marketing campaign

COMPUTER AIDED DRAFTING AND INTERIOR DESIGN

- Prepare drawings and specifications for construction
- Design floor plans with furnishings, lighting and fixtures
- Assist with drawings for mechanical plans

EXAMPLES OF GROUP INTERNSHIP PROJECTS:

- Assist in fundraising activities including writing grants and material designed to raise awareness of the organization to the public
- Develop a marketing and/or business plan for a company or department
- Develop and implement a web site for a business
- Network satellite office onto the company WAN including performing cost analysis, purchase recommendations, LAN installation, installing/configuring server and workstation
- Design, lay out and produce a full-color merchandise sales catalog
- Evaluate, install and implement new software, transition records from DOS to Windows-based program
- Research and develop personnel policy guide for Human Resources Department



Internship Request Form

Company Name:

Supervisor's Name:

Street Address/City/State/Zip Code:

Title:

Phone:

Website:

Fax:

Email:

Description of internship project/duties:

Pay Range _____

What do you expect the intern(s) to gain from this experience?

Company business hours: _____

Please list required computer skills/competencies: _____

Other comments:

Length of time/Number of hours for this internship:

(Example: 10 -16 hours per week for 10 weeks): _____

Number of interns being requested: _____

**PLEASE E-MAIL OR FAX COMPLETED FORM TO CAREER SERVICES
careerservices@robertmorris.edu or Fax (312) 935-4079**

ROBERT MORRIS UNIVERSITY INTERNSHIP PROGRAM INTERNSHIP SITE AGREEMENT

The Internship Program offers students an opportunity to develop employment skills, establish a professional work ethic and gain professional references and/or recommendations. RMU acknowledges the benefits of students receiving hands-on learning experiences in conjunction with their classroom work. We encourage the support of businesses to become active partners in our Internship Program.

This is an AGREEMENT between Robert Morris University and

Name of Organization: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Telephone: _____

Fax: _____

Because cooperation between you and the Robert Morris University Office of Career Services is essential to a successful internship, the following terms of agreement have been outlined:

1. The internship site will provide supervised learning experiences under the direction of a supervisor for the students as the parties agree. The internship site supervisor will clearly and carefully explain all assigned tasks to the student intern and provide any reasonable and necessary training for skilled assigned tasks.
2. The student shall, at all times, follow all policies, procedures, and rules established by the internship site. The internship site supervisor will discuss with the student any instances of inadequate performance, misconduct or lack of professionalism. Such discussion should be held as soon as possible after the observed inadequacy so that the student is given an opportunity to improve.
3. The internship site acknowledges that the student intern is an employee of the internship site during the internship period and is liable for the student while he/she is interning at the site and/or acting on behalf of the internship site. This applies to both paid and unpaid internships.
4. The internship site supervisor accepts the responsibility of managing the student intern's work performance. The internship site supervisor will complete a mid-term and final performance evaluation which is signed by the site supervisor and promptly returned.
5. The internship site supervisor will be tolerable to reasonable adjustments to work schedule during the time of midterm and final exams.
6. The internship site acknowledges the use of their company name and or company logo for internal reporting and student recruiting.

Internship Site Supervisor's Name (Sign): _____

Date: _____

Internship Site Supervisor's Name (Print): _____

Internship Coordinator's Name (Sign): _____

Date: _____

PLEASE SIGN AND RETAIN A COPY FOR YOUR RECORDS. RETURN THIS DOCUMENT TO
CAREER SERVICES BY FAX (312) 935-4079

OR MAIL TO:

Robert Morris University * Career Services * 401 S. State Street * Chicago, IL 60605