

## MBA PROFESSIONAL EXPERIENCE REQUIREMENT

### CRITERIA

Appropriate professional opportunities can be found in virtually any type of professional environment: a small or large firm; a manufacturing or service company; a for-profit or nonprofit organization; a private, public, or government entity; etc. In addition, professional work experience can take on virtually any form: paid or volunteer; part-time or full-time; during school or during summer break. Ultimately, the work experience must fulfill the following criteria:

- It must be a minimum of 135 hours.
- It must be performed in a **managed** environment – in an office or location where the student directly reports to a supervisor, and as such, is able to learn more about business via interaction and delegated responsibility.
- It must involve **professional** duties that allow the student leadership opportunities, the ability to use creativity to improve processes, professional interaction and the opportunity to contribute to the success of the organization.\*\*

**\*\*Professional experience:** While most work involves manual tasks (such as running a copy machine or filing), it is expected that the fulfillment of the “professional experience” requirement should primarily involve duties other than manual or repetitive tasks. Approved internships will not consist of more than 30% manual tasks.

### PREAPPROVAL

Since all jobs carry different levels and types of responsibility, students must seek pre-approval of the work to be performed. In order to do so, the student must:

- 1) Complete the Professional Experience Approval Form (page 2).
- 2) Provide a comprehensive job description.
- 3) Compose three learning objectives in a Word document that the student would like to achieve while completing the experience.
- 4) Set up an appointment with the Assistant to the Dean for Career Development to receive pre-approval ([kdues@jcu.edu](mailto:kdues@jcu.edu) or (216) 397-1967).

We strongly recommend that students enrolled full-time do not exceed 20 internship hours per week.

### TYPE OF EXPERIENCE

- 1) Approved Internship
- 2) Accountancy Co-op
- 3) Full-time Professional Employment (Student wishing to use an offer of full-time employment in lieu of completing an internship to fulfill this requirement will need to submit page two of this form with a copy of a signed offer letter).

### MN 501 COURSE REGISTRATION

Upon receiving pre-approval for your proposed experience, you will then be registered for the MN 501 course. All requirements outlined on this document need to be met prior to graduation. **Please seek pre-approval prior to the start of your last semester.**

### STEPS TO FOLLOW

1. *Secure a professional experience work experience (internship, co-op or professional employment) that meets the identified criteria.*
2. *Complete the Professional Experience Approval form (see next page).*
3. *Develop a position description that includes duties, list of responsibilities and at least three objectives you would like to achieve during the experience.*
4. *Attach position description to the approval form and make an appointment with the Assistant to the Dean for Career Services, Katherine Dues (SB 105, [kdues@jcu.edu](mailto:kdues@jcu.edu)).*
5. *Upon receiving approval, you will be registered for the MN 501- 0 credit course*
6. *Upon completion of your internship, have your internship supervisor sign off, fill out an evaluation form with his/her signature, and turn in the form to the **Assistant to the Dean for Career Development, Katherine Dues (SB 105, [kdues@jcu.edu](mailto:kdues@jcu.edu))***
7. *Fill out a Student Evaluation form and submit to Assistant to the Dean for Career Development.*

**MBA PROFESSIONAL EXPERIENCE FORM**

**STUDENT INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Banner#: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

**PLACE OF PROPOSED EXPERIENCE**

Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Supervisor  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

**POSITION**

Student's Title: \_\_\_\_\_  
Commitment: Paid? Yes/No Hourly Rate: \$ \_\_\_\_\_ or Stipend Amount: \$ \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Expected Hrs/Wk: \_\_\_\_\_  
How did you first learn about this professional opportunity: \_\_\_\_\_

**LEARNING OBJECTIVES**

Please identify (in consultation with your supervisor) three specific and measurable learning objectives, taking into consideration the project to be completed, how it will be accomplished, and how it will be evaluated. Please highlight leadership opportunities and special projects.

**Please type out your objectives on a separate page, and attach a formal job description.**

*-Sample Learning Objective: Learn about the benefits enrollment process at XYZ, so as to provide support to employees. Performance will be evaluated by direct supervisor (HR Manager).*

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*Your signature below serves as confirmation that John Carroll University may contact your supervisor to confirm the information on this form:*

**Preapproval**

\_\_\_\_\_  
*Student Signature* \_\_\_\_\_  
*Date*

**Approved by:**

\_\_\_\_\_  
*Assistant to the Dean-Career Services Signature* \_\_\_\_\_  
*Date*

*Your signature below confirms that the student has completed at least 135 hours in a qualified internship and that all information provided on this form is correct:*

**Final Approval**

\_\_\_\_\_  
*Student Signature* \_\_\_\_\_  
*Date*

**Approved by:**

\_\_\_\_\_  
*Assistant to the Dean- Career Services Signature* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor Signature* \_\_\_\_\_  
*Date*