Work Experience Material Submission Guidelines for students

In order to get academic credit for your work experience (BUS 239), please submit a portfolio to Dr. Khushwant Pittenger (204 Dauch, x5219) with the information listed below. The portfolio must be professionally prepared and presented.

1. Cover page (include student name, organization name, duration of work-experience, registration semester)

2. Learning Contract – original copy fully completed.

3. Copy of resume.

4. Job description. (If none is available from the employer, then the student will prepare one and get approval from the site supervisor.)

5. 1-2 page summary of key accomplishments explaining accomplishment of learning objectives
   - Essay form using proper grammar and language.
   - Introduction (use information from learning contract).
   - Highlights of tasks completed, skills gained, objective achieved
   - Value-added contributions made by the student for the employer during the internship.

6. Site Supervisor evaluations (mid-term to be mailed directly to Dr. Khushwant Pittenger, Dauch College of Business and Economics, Ashland University, Ashland, OH 44805) at the mid-point and final ones included in the portfolio.

7. Copy of the “Thank You” letter submitted at the conclusion of the experience.

8. Proof of hours worked. \( \geq 225 \) (This can be a signed note from the supervisor or pay stubs supporting student calculation and summary of hours worked.)