

## Society For Advancement of Management Internship Program

The SAM Internship Program is a form of experiential learning that integrates knowledge and theory learning in the classroom with practical application and skills development with a professional non-profit organization. The SAM Internship Program will give students the opportunity to gain valuable applied experience and make connections. It also provides SAM a chance to guide, assess, and help develop young talent.

SAM Internships are virtual remote internships open to any collegiate member who is part of an active SAM Chapter. Additionally, students are required to be enrolled in an internship program with their academic institution for college credit.

The SAM Internship is designed to provide students with a minimum of one hundred and twenty (120) hours of internship experience to be completed within a standard college semester (Spring, Summer, or Fall). If the institution requires an more than 120 hours to qualify for academic credit, the Internship Coordinator will develop additional projects to satisfy those hours.

Students will meet with an Internship Coordinator to develop a set of learning objectives and project goals that coincide with the Internship description and responsibilities. SAM will provide a method for sharing work files and materials easily accessible via the Internet. A minimum of three (3) face-to-face or videoconference meetings will occur over the course of the internship timeframe.

Internships are designed to be compliant with the National Association of Colleges and Employers guidelines and the U.S. Department of Labor Rules for internships within non-profit organizations. SAM Internships meet the following definitions:

- 1. The experience must be an extension of the classroom.** Internship Coordinators will ensure that the work assigned to an intern in the Program applies knowledge gained in the classroom for successful completion.
- 2. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.** An internship Coordinator will work with the intern to develop a series of learning objectives and identify personal and professional goals for the Internship experience.
- 3. The skills or knowledge learned in the internship must be transferable to other employment settings.** The Internship Coordinator will ensure that the skills developed during the experience are transferable to other organizations.
- 4. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.** Academic and industry professionals who provide routine feedback facilitate internships. Internship Coordinators are available by phone or email to assist in providing guidance and constructive feedback on the intern's performance.
- 5. There are resources provided by the internship provider that support learning objective goals.** Interns will be provided with a designated digital space to communicate with Internship Coordinators and have access to information necessary to complete their projects. Students are only expected to provide their own Internet access as necessary with any virtual program.
- 6. The experience has a defined beginning and end, and a job description with desired qualifications.** Internships with SAM are limited to a single semester timeframe and prior to the first week of the Internship specific dates will be coordinated between SAM and the academic institution granting credit. All Internships have specific job descriptions.

This valuable level of experience we can provide through the SAM Internship Program will not only benefit the students we onboard, but the organization as well. Labor resources are finite and with the largest segment of our membership currently collegiate students, the ability to have access to this demographic within the organization's operations is critical to the future development of the organization.

## Internship Application

Please complete all sections of this application. Applications will be kept on file for two (2) semesters. Equal access to programs, services, and selection for this internship is available to all persons. Those applicants requiring reasonable accomodation to the application or interview process should e-mail SAM National at [social@samnational.org](mailto:social@samnational.org) to make necessary arrangements.

### Personal Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Phone Number

- Mobile  
 Home

### Collegiate Information

\_\_\_\_\_  
University/College Name

\_\_\_\_\_  
Declared Major

\_\_\_\_\_  
Faculty Advisor/Supervisor Name

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Phone Number

Classification (select one):

- Freshman  Sophmore  Junior  Senior  Graduate

Desired Internship Semester (select one):

- Spring  Summer  Fall

### Required Attachments

Please attach the following required documents to complete your application:

- A resume in which you list your relevant coursework, work and/or volunteer experience, and other experiences that relate to the internship.
- A writing sample (two or more works that you have either had published or submitted for a grade within a course in your program of study) in PDF Format.
- Two (2) references (including one professional reference if possible).
- A personal statement proposing how an internship with SAM relates to your academic and career goals.