

Food Industry Management Certificate

Student Practicum/Internship

How To Sign-Up for the Practicum Course

Once a practicum/internship is found you must complete the following 3 Steps to register for MKTG: 409.

- 1) Create a Document
With the assistance of the employing company compile a document that includes the following:
 - a) A list of expectations (what do you plan to learn?)
 - b) Logistical expectations-i.e.
 - number of hours per week
 - length of time (12 weeks)
 - reporting manager and contact info.
 - c) One paragraph describing the company
 - d) Please provide a one paragraph overview that describes the purpose/objective of the practicum.
 - e) Describe the activities you will do for the practicum experience and how the tasks will be completed.
 - f) Clarify the final completion date along with the date that the final paper will be submitted.

- 2) Bring the document you created along with a completed yellow drop/add form from Student Services to Dr. Tom Gillpatrick, SBA Suite 260. The class you are requesting to register for is MKTG 409: Prac: Food Practicum. Your drop/Add form **MUST** be signed off on by Dr. Gillpatrick before the second week of the term and prior to the start of the practicum.

- 3) Once your Drop/Add form is signed by Dr. Gillpatrick, take it to the registration window in Neuberger Hall lobby and submit it as you would with any other class registration.

Enjoy Your Internship!