



SPROTT SCHOOL OF BUSINESS
MBA Internship Information and Guidelines

The MBA Internship Program (BUSI 5999) is a mandatory academic requirement for full-time students with less than two years of relevant professional experience. Students must enroll as a full-time student for the summer term and full-time tuition fees apply.

Purpose of the Internship

The Internship provides the student with an opportunity to apply business skills and knowledge acquired via the first two semesters of the MBA program.

During the Fall and Winter semesters, MBA candidates complete the majority of the core course requirements. The following is the list of core courses, which students will typically have completed:

*Please click on the links below for more information on courses. Alternatively, you are welcome to review current and archived MBA course outlines [here](#).

ACCT 5001 Financial Accounting	STGY 5900 Corporate and Business Strategy
ACCT 5002 Managerial Accounting	IBUS 5701 International Business
BUSI 5801 Statistics for Managers	ITIS 5401 Fundamentals of IT Service Management
BUSI 5802 Business Ethics	MGMT 5100 Managing People and Organizations
BUSI 5803 Managerial Economics	MGMT 5200 Marketing Strategy
FINA 5501 Financial Management	TOMS 5301 Modeling Business Decisions
FINA 5502 Corporate Finance	TOMS 5302 Operations Management

In the last six weeks of the Winter term (February – March), students will have also begun to gain knowledge in subjects related to advanced topics: Finance, Management and Change, International Business, International Development Management.

For more detailed information about the program, please refer to the following link:

<https://sprott.carleton.ca/programs/mba/program-structure/>

Academic Prerequisites

An MBA student must be in good academic standing, and have taken the equivalent of two terms of full-time studies.

Learning Objectives

MBA candidates are searching for an opportunity to work within a business environment where information may be researched then manipulated or analyzed to add value to an activity or project within the scope of the MBA subject matter listed above. Given the broad scope of this statement, some specific guidelines have been developed to assist the student in their assessment of an opportunity:



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- Development of management skills and subject knowledge associated with the MBA candidate's area of concentration or associated with specific MBA subject matter such as Accounting or Modeling Business Decisions.
- Collaboration with internal or external stakeholders to have the opportunity to consciously apply their understanding of self-awareness in their communication and relationship building in a work environment.
- Observation or provision of support to senior staff at stakeholder meetings in order to gain understanding of management issues.
- Assumption of a reasonable level of responsibility.

The internship should provide an opportunity for the intern to enhance his/her decision making and problem solving skills while gaining exposure to a wide range of management issues. Descriptors for these types of roles/activities might include a *reasonable level of responsibility* in the following:

- Portion of a project life-cycle;
- Management of time, budget or resources;
- Participation in the development of needs assessments, processes, or delivery options; and/or
- Participation in strategic or financial planning activities.

It is understood that a reasonable level of responsibility will vary based on the complexity of the task within a particular organization. The level of responsibility will also be influenced by the MBA candidate's unique experiences and background. Though it is the student's responsibility to have the internship role reviewed and approved by the Graduate Career and Internship Coordinator, if employers wish to obtain assistance in developing an internship description, the Graduate Career and Internship Coordinator is available to collaborate in its development.

Leveraging the Candidate's Undergraduate Degree

It is understood that MBA candidates have already developed a skill and knowledge base in their undergraduate programs that can provide value to employers. During the MBA internship, however, at least 40 per cent of the student's time and effort should be related to the development of business administration and management skills.

Length of the Internship

Internships must be a minimum of 480 hours and should be completed during the summer term (May – August). A typical MBA internship is 16 weeks in length and a full time position. If an organization cannot provide 16 weeks, then a minimum of 480 hours (12 weeks @ 40 hours/week) will be considered depending on the nature of the placement and the organization. A proposed internship that is less than 16 weeks will be evaluated on a case-by-case basis.



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Hiring an MBA Intern

Approval of the Internship

The internship role must be reviewed and approved by the Graduate Career and Internship Coordinator. **It is recommended that either the internship supervisor or the intern formally request approval prior to entering into a contractual agreement.** For a review and feedback concerning your specific internship opportunity, please feel free to connect with the Graduate Career and Internship Coordinator.

Interview Process

Interviews may be held on campus and facilitated by the Graduate Career and Internship Coordinator or may be conducted strictly between the MBA Intern and the employer.

MBA Intern Compensation

MBA internships may be *paid or unpaid* and salaries vary, depending on the organization and the Intern's prior experience. The decision regarding acceptable compensation is at the sole discretion of the MBA candidate who would base it on their unique set of circumstances and career aspirations.

In the event of a paid internship the following guidelines should be considered:

- Salary will be negotiated between the MBA intern and the organization.
- Note: The interview and job offer process is a confidential process between the intern and the organization only.
- The [Treasury Board of Canada Secretariat](#) may be referred to for rates of pay for Master's students and as a guide when negotiating salary. The rate for May 2019 was \$22.04/hr to \$27.73/hr.

For additional information, please do not hesitate to contact the Sprott Graduate Career & Internship Coordinator at mbainternship@sprott.carleton.ca.