

THE UNIVERSITY OF TENNESSEE AT MARTIN

Regional Entrepreneurship & Economic Development Center



The College of Business and Public Affairs Internship Program provides students with supervised practical experience related to their field of study while obtaining UT Martin course credit. This program gives students the opportunity for professional fieldwork and helps them as they contemplate careers in business.

College of Business and Public Affairs Internship Program

For the students:

- Acquaint students with business professionals in their chosen occupation.
- Allow students to learn about their professional field to determine whether the selected area is compatible with their goals.
- Provide students with insights into the practical aspects of an organization through observation and participation in daily activities.
- Encourage students and faculty to exchange information with business professionals and relate academic knowledge to the practical application of business principles.

For the company:

- Provide potential long-term employees and an opportunity to determine whether students are compatible with the company.
- Provide temporary employees for special projects and assignments.
- Provide a low-cost training program for potential permanent employees.
- Provide access to bright students, fresh from an educational environment, who can provide new ideas and viewpoints.

Student Requirements

Students wanting to participate in the College of Business and Public Affairs Internship program must contact the REED Center and provide the following:

- Resume
- CAPP Report
- Name of Faculty Reference
- Application (to be completed at REED center)

www.utm.edu/reed
731-587-7333

Gain Real World Experience

Hamilton-Ryker Career Development Program

Serving as a link between Academia and practice, the Hamilton-Ryker Career Development Program broadens the service role of the UT Martin REED Center and the CBPA by benefiting students, graduates and regional employers. The service of connecting students and graduates with companies coincides with the Hamilton-Ryker business plan and the collective mission of UT Martin, the College of Business and Public Affairs and the REED Center. The primary components of the Hamilton-Ryker Career Development Program are:

- Students are required to have completed no less than 60 credit hours.
- A minimum GPA of 2.5 is required to participate in the program.
- Students are required to obtain a part-time job or have at least 6 months previous work experience in their major area.
- “For credit” internships are a faculty/departmental issue. Your department must “ok” your internship if you wish to receive credit. Note that it is not necessary to receive college credit to fulfill the requirements of the program.
- Three out of four business training/seminar sessions offered must be attended to receive the Hamilton-Ryker Career Development certificate.
- Example sessions offered include job research skills, interviewing skills, presentation skills, resume preparation, business etiquette (required) and networking.
- The Hamilton-Ryker Career Development Program Web page at www.utm.edu/businesscareers serves as an information clearing house and networking center for students (resumes) and companies (job opportunities).



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