

# **The Internship Program at The Ron Rubin School for the Entrepreneur**

## **Step 1--Mission Statement**

The purpose of the Internship Program at The Ron Rubin School for the Entrepreneur is to discover, nurture, and develop young entrepreneurs by awarding them the opportunity to actively work with challenging and innovative companies that provide 1) meaningful and significant work experience, and 2) direct supervision and mentoring from practicing professionals.

An out-of-the classroom immersion allows the student to take a proactive approach to their intellectual growth and curiosity, and to the acquisition of marketable hard skills.

The Rubin Internships are 6-8 week, paid, summer work experiences, for rising seniors at Culver Academies. Salary is normally minimum-wage, or designated by host company.

## **Step 2--Intern Selection Process**

The Internship Program is highly selective based on a candidate's demonstrated interest in business and entrepreneurship, proven academic ability, high degree of intellectual curiosity, and demonstrated leadership potential. For the inaugural year, host companies will be in the greater Indianapolis area, and qualifying candidates must live within a reasonable daily driving distance of the company.

Students apply for a Rubin Internship in the fall of the junior year. Applicant must be a student and citizen in good standing at Culver Academies.

A candidate must submit the following to the Director of The Ron Rubin School for the Entrepreneur: 1) a cover letter expressing interest, a completed application, and a resume listing work history, activities, and accomplishments; and 2) two letters of recommendation from Culver faculty or staff. Approximately three (3) students will be selected for the initial "launch" of the Rubin Internship Program.

A candidate undergoes an initial interview in October, before a faculty committee to evaluate level of interest, motivation, and commitment. In December, successful applicants attend a workshop for resume building, interview skills, and post-interview procedures.

Once a potential match is determined, the candidate makes application with a host company, and arranges for an interview to determine a possible placement. A potential match will be based on company need, and student skills and interest. Final selection will be solely at the discretion of the host company.

### **Step 3--Host companies**

Host companies will provide Rubin Interns with valuable work experience in fields as varied as marketing, advertising, sales, consulting, investment planning, engineering & design, finance, social media, entertainment, sports promotion, and fashion.

Companies are invited to participate according to the following criteria: 1) their willingness to provide the intern with meaningful work experience; 2) their commitment to provide the required mentoring of the intern, and agreement with the "Host Company Protocol"; and 3) the innovative and entrepreneurial nature of the company: and 4) commit to a minimum 30-hour work week for the intern.

Interns live at home during the 6-8 week experience.

### **Step 4—Host Company Protocol**

A representative of the company is to be designated intern mentor.

The mentor arranges for the proper orientation, training, and the dissemination of company policies, including the policy of the Office of Compliance website.

The mentor provides for confidentiality waivers that may be applicable with regard to research, data, or other highly confidential company information.

The intern co-ordinates his/her Intern experience with a designated representative at The Rubin School.

The Intern arranges for timely and informative performance evaluation reviews by the host company, along with a final performance review at the conclusion of the internship.

### **Step 5—Internship Exit Interview**

Upon completion of the internship, the student-intern will undergo an exit interview with the Director of the Ron Rubin School for the Entrepreneur, the Director of College Advising, the Academic Dean, the Dean of Faculty, and the original faculty committee.

The student-intern will share the following:

- a.) The nature of the host company interview process.
- b.) Description of intern employment responsibilities.
- c.) How the employment related to the Rubin curriculum.
- d.) Skills and knowledge acquired from the internship.
- e.) Culver courses that were helpful in this experience.
- f.) Courses that might have been helpful prior to the internship.
- g.) Insight into this industry and how it impacted student-intern career plans.

### **The Ron Rubin School for the Entrepreneur Internship Program**

Application—only current Jr/Second classmen may apply.

Date-- \_\_\_\_\_

1. Full name-- \_\_\_\_\_

2. Home Address-- \_\_\_\_\_

3. Parent(s) Full name(s) and Address(es)--  
\_\_\_\_\_  
\_\_\_\_\_

4. Unit and Counselor's name-- \_\_\_\_\_

5. Work related/career interests-- \_\_\_\_\_  
\_\_\_\_\_

6. Personal or work references—

a) \_\_\_\_\_  
\_\_\_\_\_

b) \_\_\_\_\_  
\_\_\_\_\_