

CSB Internships Overview

An internship is a form of instruction and learning utilizing off campus learning worksites. In order to qualify for academic credit an internship must provide for one of the following:

- **Several job related experiences** These experiences should provide for progressive learning rather than repetitive activity. In addition, these activities should provide meaningful output for the organization.
- Possible **rotation through different functional areas or departments** each involving different assignments. A single major project requiring the intern to interact with multiple departments, functional areas, or customers. Multiple assignments or projects within the same functional area. These assignments should require a variety of skills, outcomes, and exposure to different aspects of an individual department's operations.
- Involvement in the learning of **day to day operations** and specific activities associated with the operation of the business.
- While all internships require some degree of clerical or repetitive work, no more than 20% of the internship time may be spent on duties of a clerical or repetitive nature such as selling, stock keeping, telemarketing, or data entry.

Internship Objectives

Each student intern is required to develop a set of learning objectives including:

- **Skill Development:** Apply what you have learned in school. Learn to work as part of a company team. Learn and improve specific skills (writing, verbal, research, computer, interpersonal)
- **Broader Knowledge:** Gain competencies not offered in regular, on campus, classes. Develop a better understanding of the work place, operational procedures, and organize structure.
- **Career Awareness & Development:** Exploration and clarification of academic and career alternatives. Develop contacts in career related fields. Obtain potential recommendations for permanent employment or graduate/professional schools.
- **Personal Development:** Develop values and confidence, assertiveness, and decision making abilities.

An internship is a 3-unit upper division elective course. Student interns work 150 hours on a project or day-to-day activities related to the student's business option including:

- Accounting
- Computer Information Systems
- Entrepreneurship
- Economics

- Finance
- Human Resources Management
- International Business
- Logistics and Supply Chain Management
- Management
- Marketing
- Sports Marketing

Each intern reports to a worksite and is under the guidance of a mentor or work site supervisor. Interns are business juniors/seniors with a min. 2.5 GPA. In addition to completing 150 hours at a worksite, academic requirements for interns includes

- Learning Objectives
- Career Development readings
- Blackboard virtual discussions
- Final Summary Paper
- Orientation, mid semester and end of semester check in with the Internship Director

Questions??? Find your answers here:

FAQs for Craig Students interested in Internships

I don't have any experience, can I still apply for an internship?

Yes, an internship is the opportunity needed to gain the experience you need in starting your career. Some internships will require some advanced skills, but for most a basic class in your option will be enough knowledge to complete the internship.

How many internships can I do?

One internship can be used as an upper division elective towards your degree. Additional internships can be done and are encouraged, however they cannot be used as a second elective. Accounting students cannot use their internship as an elective substitute, however the 3 units of credit counts towards the required academic hours to sit for the CPA exam.

Will I get paid?

Employers determine their ability and resources to pay interns. If the position is paid it will be noted on the position description on Synergy. Just as a word of advice, seek out internships that will assist you in your career path.

Internships are not part-time jobs, but rather progressive learning experiences. If you think of an internship as an applied experience and not a job the pay will become less of an issue. An internship will require 10-12 hours per week so you can still keep a part-time position as you do an internship.

Can I set up my own internship?

Yes, you may have contacts with companies and connections with people who could provide a great internship experience for a business student. The requirements will be the same—the internship must be a progressive learning experience that will last 150 hours minimum and be under the supervision of an experienced mentor or supervisor.

The proposed internship must be approved by the Internship Director. To propose an internship stop by PB 181 for the Internship Proposal Form. It will take 4-5 business days for the internship to be reviewed. You will receive email notification if the internship is approved or not approved.

Note: A student cannot complete an internship for a family member or a family business. It is preferred that all students report to an actual physical worksite.

Can my current job count as an internship?

In most cases you cannot count a position you are already in for internship credit. If the company you are working for can offer you a new type of position or project related to your option there is a possibility this could count. Please see the Internship Director for consideration. An internship proposal form will need to be submitted. The student will need to bring in a current position description and a description of the internship. They cannot be the same position.

Do I have to take an internship for credit?

Yes, it is preferred that students who use the internship program register for 3 units of credit. Enrolling in units will assure that you will have the guidance and direction of the Internship Office if the need arises. The Internship Program also conducts evaluations of all internship students and internship worksites. The only way to collect that data is to keep track of students and worksites. This can only happen if the student is enrolled in the course and in contact with the Internship Office on a regular basis. Also under the U.S. Department of Labor an unpaid internship can only be justified if a student is doing it for college credit. Please do not do unpaid internships that have not been formally set up for academic credit. It puts the student, the employer and the university at risk.

What if I can't complete 150 hours in a semester?

An internship can be spread over one to two semesters if needed. The student will receive an incomplete for the semester they enrolled in the course. Once all requirements are completed the grade will be changed to credit if 150 hours are completed along with all assigned academic assignments.