

Internship Guidelines for Employers

What is internship for credit? Students have the option to supplement a business elective with an internship for Fall, Spring, or Summer semester. The student will pay for this class just like any other, and register for the “internship course” so that it counts towards their degree. After registering and starting the internship, the student is bound to your 12 week internship. During this time, the student will complete **a mid-semester and final semester paper to be submitted to the College of Business for the course.**

An Internship IS:

- Related to field of study (major specific) or career interest
- Combination of learning and doing
- Mentorship
- Shadowing
- Weekly meetings/check-ins
- Some hand-holding and constant feedback
- Open-door policy

Benefits:

- Positive “word of mouth” for your organization/company
- Brand recognition
- Pipeline for full-time employees

An Internship IS NOT:

- Cleaning
- Fetching coffee for executives
- Busy work
- Strictly Administrative/Clerical duties
- Unstructured
- Independent or solely remote work
- Other duties as assigned

- Opportunity to get “entry-level” duties completed
- Mentorship
- Training opportunities
- Innovative ideas

Things to keep in mind:

- Can be for credit (not required) / for-credit responsibility is the ownership of the student
- The College of Business prefers that employers offer paid opportunities
- Paid opportunities allow for higher caliber students who are able to execute more meaningful work
- Unpaid internships are acceptable for both for-credit and non-credit internships
- Start and end dates are at the organizations discretion unless student would like to receive credit
- The College of Business does not offer online courses, so part-time internships are preferable during Fall and Spring so that students can balance with class time
- Most Summer internships are full-time