

# Internships: The What, Where and How of Gaining Real-World Experience

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**WINTHROP**  
UNIVERSITY

*College of  
Business Administration*

# What is an internship?

An internship is receiving practical training at a company during an academic semester, which you can earn three hours of academic credit for.

# Why should I have an Internship?

- Provides a substantive real-world work experience.
- Prepare you for a position in a chosen career path.
- Confirm or re-direct your career goals and expectations.
- Integrate classroom learning (i.e., concepts, principles and theories) with practical work experience.
- Develop network opportunities.
- Understand the culture of an organization (the values, norms, and expectations of a business).

# What does a for-credit internship entail?

- An approved job description before starting internship.
- Work a minimum of 150 hours for undergraduates and 200 hours for graduate students.
- Submit time sheets and complete various written assignments to document progress in the internship - there are no in class meetings.
- Keep a learning journal, and write and present a comprehensive paper at the end of the internship or semester.

# What are the requirements?

- Have met with your advisor to make sure that you have room on your degree checklist or plan of study and that an internship class is a choice in your major or option.
- Be a junior, senior, or graduate student .
- Meet mandatory GPA requirements (a minimum of 2.5 undergraduate for management, marketing, computer science, entrepreneurship, and economics ; a 2.75 for accounting and finance; and 3.0 for graduate students).
- Have completed the pre-requisite courses in their field of study .
- Have developed a polished resume.

# OK, I meet those requirements.

## Now what do I do?

### Four easy steps:

Acquire a position

Turn in application package

Receive approval from instructor  
and faculty member

Register for class

Look for positions on EAGLELink,  
Personal Networking, or CBA  
Internship listings

Application package can be found  
online or in the External Relations  
office

Lou Pantuosco – *ACCT, FINC, ECON*  
Steve Dannelly – *CSCI, DIFD*  
Keith Robbins – *MGMT, MKTG, BADM,*  
*INTL, MBA*

External Relations/Student  
Services/MBA Advisor all work  
together to register for class – you  
must obtain an override

Is this information online?

YES!

[www.winthrop.edu/cba](http://www.winthrop.edu/cba)

[www.winthrop.edu/cba/internships](http://www.winthrop.edu/cba/internships)

# • CBA Internship Agreement

Steps to submit to gain approval for internship experience:

- Visit the College of Business Administration's Internship Website: [www.winthrop.edu/cba/internships](http://www.winthrop.edu/cba/internships)
- Once you have accepted an internship position, complete the Internship Agreement found on the website under "Get Approval". *\*Please check the course pre-requisites prior to completing the Internship Agreement.*
- Complete the Internship Agreement and submit it along with a copy of your job description to Ms. Celeste Tiller @ 211 Thurmond or email ([tillerc@winthrop.edu](mailto:tillerc@winthrop.edu)).
- Ms. Tiller will work with Student Services and the Internship Course Instructor to gain approval for you to register for the course.



# Let's Recap

Step 1: Meet with your advisor to make sure you have room in your Plan of Study.

Step 2: Find a position.

Step 3: Meet with the Director of External Relations – Fill out application package and turn in job description.

Step 4: Upon approval - you can register for the appropriate class.

Step 5: Touch base with instructor, follow the syllabus and turn in required materials to instructor.

# Common Questions

**Q:** When can I take an internship for credit?

**A:** Anytime! You're able to register for Spring, Summer, or Fall. They can also start mid semester.

**Q:** When should I start the internship application process?

**A:** In order to give enough time, the process should start at the end of the semester prior to the semester you plan on having an internship.

For example: Summer internships    April

                    Fall internships            July

                    Spring internships        December

**Q:** I am an international student. Can I have an internship?

**A:** Yes! While every situation is different, many international students are able to partake in an internship. Please note: Internships (CPT) and OPT are not the same. A student is required to be registered for class to participate in an internship. ***All internships for international students need to be approved by the International Office and a meeting with Exteranl Relations is REQUIRED.***

**Q:** Are internships paid?

**A:** Some are and some are not. Depending on the internship, an employee may compensate the intern.

**Q:** Where can I go for help on my resume?

**A:** The Center for Career and Civic Engagement will be more than happy to help you. Remember to bring a draft! [www.winthrop.edu/cce](http://www.winthrop.edu/cce)

**Q:** I am a Healthcare Management major. How do I receive an internship?

**A:** Healthcare Management majors have different requirements for their internship. All questions about placement and requirements need to be directed to Dr. Matthews. The initial paperwork will be handled by during Dr. Matthew's class in April.

**Q:** I have a part-time job. Will that count towards an internship?

**A:** An existing job is not acceptable for this program. However, an internship with an existing or previous employer may be possible if specific substantive changes in responsibilities are made so that the internship becomes a progressive learning experience beyond that gained by previous employment.

# Questions?

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