WHAT IS A CBA INTERNSHIP?
An internship in the College of Business Administration is an educational strategy that integrates classroom studies with work-based learning related to the student’s academic curriculum and/or career goals. It is based on goal-oriented relationships among the three internship partners: the College, the hiring organization, and the student. At the work site, students engage in a variety of professional work activities designed to provide a total learning experience which meets the student’s stated measurable learning objectives. In addition, a classroom component to the internship experience maximizes the benefit to the student. Each individual student’s learning process, including both classroom and professional work components, is developed and supervised by a College of Business Administration professor.

Any student that is not registered for an internship class is not considered to be an official Winthrop College of Business intern. We make every effort to let employers know that a student is their full responsibility and that we have no way to be responsible for any student that is not registered for class.

WHERE CAN I SEND A STUDENT FOR INTERNSHIP INFORMATION?
All students who have questions about internships, how to get an internship, receiving class credit, and the internship process should be directed to the office of External Relations in 213 Thurmond.

They can also be directed to the internship webpage located at:
http://www.winthrop.edu/cba/studentservices/default.aspx?id=10810

CAN A STUDENT GAIN CLASS CREDIT FOR AN INTERNSHIP?
Yes. Any student that follows the proper process and meets the qualifications can obtain three hours of class credit for an internship. In fact any student that is doing an internship is highly urged to register for the internship class. – Note: Employers do NOT determine if a student or their internship offering qualifies for class credit.

How the Program Works:
• Internships may be available fall, spring, or summer terms (or mid-semester flowing into another semester)
• Undergraduate interns are required to work for their employer a minimum of 150 hours
• MBA students are required to work for their employer a minimum of 200 hours
• All interns will:
  ✓ Be a junior, senior, or graduate student
  ✓ Meet mandatory GPA requirements (a minimum of 2.0 undergraduate for general business, 2.5 undergraduate for management, marketing; a 2.75 for accounting, finance and economics; and 3.0 for graduate students)
  ✓ Have completed the pre-requisite courses in their field of study (see catalog for details)
  ✓ Have developed a polished resume
  ✓ Interns must have completed the internship application package and have an approved job description before starting internship
  ✓ Interns develop measurable learning objectives within 2 weeks of placement
  ✓ Interns will submit deliverables as outlined in the syllabus provided by each instructor

Note: Health Care Management Students: require 400 hours and only during the summer. Mike Matthews and Keith Benson handle all HCMT student internship because of the nature of their requirements. They are still required to provide complete internship files to the Director of External Relations at the end of each semester in order to stay compliant with AACSB standards.
HOW DOES A STUDENT FIND AN INTERNSHIP?
Students can find internships in several ways:

- Network and talk with perspective employers about the possibility of an internship and develop a relationship on their own and bring a full job description
- Utilize online job postings provided by Winthrop.  
  Eagle Link – sponsored by Career and Civic Engagement [https://winthrop-csm.symplicity.com/students/](https://winthrop-csm.symplicity.com/students/)
- Students should also pay close attention to emails sent out by professors and the Director of External Relations that contain offerings and respond to those by sending a resume and cover letter as outlined in the internship offering

HOW DOES A STUDENT GAIN APPROVAL FOR AN INTERNSHIP?
A student who has obtained and secured a position as an intern using one of the methods mentioned above will go through the following process to gain approval for class credit:

- Have secured a position with a company
- Visit the Internship web page and print out the Internship Application Package located under the “Get Approval” section of the webpage [http://www.winthrop.edu/cba/studentservices/default.aspx?id=10810](http://www.winthrop.edu/cba/studentservices/default.aspx?id=10810)
- Return completed application package to the External Relations office located in 213 Thurmond.
- The Director of External Relations will check a student’s qualifications (GPA, Pre Requisites, and Catalog Requirements or Plan of Study for Graduate Students) with student services.
- Once a student meets all requirements the completed package is sent to the instructor of record for a specific internship class and a faculty member in that area for approval.
- Once an approval is received the Director of External Relations works with student services and the student to get them registered for class – **Note: All internship classes are closed for registration and require an override to allow students to register**

CAN INTERNATIONAL STUDENTS HAVE INTERNSHIPS?
Yes. International students are allowed to hold internships and **MUST** be registered for class to be in compliance with visa status. International students are required to have CPT paperwork and that paperwork is only signed by their advisor once they have registered for the class and completed all other internship preliminary requirements including an approved job description and completed application package. Graduate level International students **MUST** have room in their plan of study for the class and must have an approved internship with all completed paperwork before a CPT form will be signed.

CAN STUDENTS USE AN EXISTING JOB AS AN INTERNSHIP AND RECEIVE CLASS CREDIT?
An existing work relationship (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. A new job description will have to be developed by the employer showing substantial differences or additions in responsibility and showing that a new learning experience will be achieved by the student. This will be approved in the same manner as all other job descriptions.

WHAT DO I DO IF AN EMPLOYER CONTACTS ME ABOUT AN INTERNSHIP THEY HAVE AVAILABLE?
If an employer or contact of yours approaches you with an opportunity for a student or asks for us to send them an intern, you can do several things.

- Simply forward their request and information to the Director of External Relations and then DER will reach out to them to explain the process and request a job description.
- Tell them about our program and that basically all we need from them is a job description and we will get that in front of our qualified students. Then you can forward that to DER to post on the CBA Internship Listings and to send out to students
- Tell them about our program and that basically all we need from them is a job description and then send that job description to a few select students that you personally are working with to find an internship. Be sure to direct that student to External Relations to begin that application process and complete the process and send that students