

Winthrop University
College of Business Administration
Internship Program
Fact Sheet

Benefits for Students:

- Provide a substantive real-world work experience for the student.
- Prepare the student for entry-level position in a chosen career path.
- Confirm or re-direct the student's career goals and expectations.
- Integrate classroom learning (i.e., concepts, principles and theories) with practical work experience.
- Develop network opportunities for the student.
- Understand the culture of an organization, i.e., the values, norms, and expectations of a business or not-for-profit organization.

Benefits for the Employer:

- Try-out a potential new employees.
- Ease the work load of existing employees.
- Provide valuable workplace information to College of Business Administration regarding workplace needs and trends.
- Gain skills in managing a mentor relationship.

How the Program Works:

- Interns 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.
- Interns usually work 10-25 hours per week over a semester. Unless granted approval by the internship course instructor, the minimum is 10 weeks.
- Employer must provide a written job description for approval before an intern can be placed.
- All interns (seeking academic credit) will:
 - ✓ Be a junior, senior, or graduate student,
 - ✓ Meet mandatory GPA requirements (a minimum of 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,
 - ✓ Have an approved job description before starting internship,
 - ✓ Develop measurable learning objectives within 2 weeks of placement,
 - ✓ Submit time sheets and complete various written assignments to document their progress in the internship,
 - ✓ Keep a learning journal, and
 - ✓ Write and present a comprehensive paper.

Note: 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.

Health Care Management Students: HCMT requires 400 hours of work and can only be during the summer. Mike Matthews and Keith Benson handle all HCMT student internships because of the nature of their requirements.