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 20-25 hours per week over a semester long period. 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 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
  - Interns must have approved job description before starting internship
  - Interns develop measurable learning objectives within 2 weeks of placement
  - Interns will submit time sheets and complete various written assignments to document their progress in the internship
  - Interns will 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.