JHBC INTERNSHIP PROGRAM

QUICK FACTS

✓ Interns must work **150 hours** to receive internship credit (CR)
✓ Interns are encouraged to enroll in a **3-unit internship elective course**
✓ Internships typically last **10-15 weeks**
✓ Course requires a midterm, final, timesheet, and internship survey – submitted to internship coordinator
✓ Interns must be a **junior, senior, or graduate level** CSUSB student
✓ Work schedule is determined between the employer and intern (average of 10-15 hours per week)
✓ Employers must establish with the intern, **goals and objectives which include project-based assignments**

THE PROCESS

✓ To **host** CSUSB Business and Public Administration interns:
  ▪ Sign and return via email the **CSUSB Learning Site Agreement** – valid 5 years
  ▪ Complete and submit the **Employer Intern Request Form** which provides an **intern position description, as well as specific qualifications**
  ▪ Internship positions are posted on **JHBC Internships – Current Openings** – the College’s internship website for students to review and apply
  ▪ Internship coordinator will forward **résumés** to employers for review, interviews, and candidate selection.
✓ **Forms can be found online at:** [csusb.edu/jhbc/student-success/internship-employers/forms]

EMPLOYER BEST PRACTICES

✓ For-profit organizations should offer an **hourly wage**
✓ Assign **hands-on projects**
✓ Provide anti-discrimination, harassment, and safety training
✓ Train the supervisors overseeing interns
✓ Establish mentors for the interns
✓ Offer the intern **performance feedback**
Dear Employer,

The JHBC internship program provides the opportunity for employers to connect with currently enrolled undergraduate and graduate students. Partnering organizations will experience the benefit from the quality of work JHBC interns offer.

CSUSB administration interns have the option of enrolling in a 3-unit internship elective course during the 15-week semester. As an intern host, employers should provide guidance, training, and assign hands-on projects (see reverse side for Employer Best Practices). Because of this, host employers are asked to establish key goals and objectives that directly relate to the intern’s concentration.

The College of Business and Public Administration offers multiple concentrations such as:

- Accounting
- Business Intelligence and Analytics
- Cyber Security
- Entrepreneurship
- Finance
- Financial Planning
- Hospitality Management (Palm Desert Campus)
- Human Resource Management
- Information Security
- Information Systems and Technology
- International Business
- Management
- Marketing
- National Security
- Public Administration
- Real Estate
- Sports and Entertainment Marketing
- Supply Chain Management

It is the vision of the JHBC internship program to partner with community members, providing a quality intern experience. The program’s objective is to enable CSUSB students the opportunity to build their résumé, network, and present their skills and abilities within a true work environment.

The reverse side provides quick facts about the JHBC internship program.

I look forward to establishing a partnership – please connect at your convenience.

Sincerely,

Jessica Chavez, MPA
JHBC Internship Coordinator
jessicac@csusb.edu
(909) 537-3358