

Jack H. Brown, College of Business & Public Administration (JHBC) Internship Program

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 and IST 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:

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

QUICK FACTS

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