Jack H. Brown College Internship Program

Quick Facts

✓ Interns must work **150 hours** to receive internship credit (CR)
✓ Internships typically last **10-12 weeks**
✓ Interns must be a junior, senior, or graduate level CSUSB student
✓ **Work schedule** is determined between the employer and intern (typically 15-20 hours per week)
✓ Interns are encouraged to enroll in a 4-unit **internship elective course**. Course requires a midterm, final, timesheet, and internship survey – submitted to internship coordinator
✓ Employers must establish **goals and objectives with project-based assignments**

The Process

✓ To **host** CSUSB Business and Public Administration interns:
  - Sign and return the **CSUSB Learning Site Agreement** – valid 5 years
  - Provide internship coordinator with an **intern position description**, identifying specific needs and/or criteria
  - Internship positions are posted on the **College internship database**
  - Internship coordinator will share résumés of interest to employers for review, interviews, and candidate selection.

Employer Best Practices

✓ For-profit organizations should offer interns 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**