

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**