Internship Program
Jack H. Brown College of Business & Public Administration

WHY INTERN?
Internships enhance skills, build résumés, are a great networking opportunity, and may result in a part/full time job offer, or internship extension.

ELIGIBILITY
- Internships are available to all undergraduate and graduate Business and Public Administration, and/or Information System and Technology students
- Internships must be project-driven, and have a defined role with limited clerical tasks
- Internships at a self-owned, home-based, or virtual business will not be approved; current employment does not qualify

FINDING AN INTERNSHIP
Students should seek internships on their own through websites, networking, social media, and on-campus resources. Students are selected, not placed, into internship opportunities.

On-Campus Resources
- JHBC Resource Network → Visit jhbc.csusb.edu → JHBC Resource Network (left-menu)
- Login → Search INTERNSHIPS & JOBS
- Handshake → via MyCoyote → Employment Opportunities → Handshake

Online Resources
- Indeed
- Company websites
- LinkedIn

Networking Opportunities
- Guest speakers
- Clubs/organizations
- Campus career and networking events

ENROLLING AND EARNING INTERNSHIP CREDIT
Students may earn 4-units of elective credit within their respective concentration. All internships must be approved prior to enrolling. Students must seek enrollment at the onset of the internship.

Enrolling
- Submit a signed CSUSB Learning Site Agreement from the host employer
- Submit a signed Release of Liability
- Report the internship for enrollment via JHBC Resource Network after creating goals and objectives with host supervisor

Earning Credit
- Submit a midterm report
- Submit a final report
- Submit timesheets – 150 hours required
- Submit internship survey

#Coyote4LIFE
Résumé
This is the first impression, so be prepared. Use on-campus resources for assistance.

Find an Internship
Use all resources, including JHBC Resource Network, to find and secure an internship.

Enrolling?
To proceed with enrollment, submit the required items (steps 4-6).

Agreement
Contact the Student Success Center to determine if a CSUSB Learning Site Agreement is required.
Email us: jhbc.svcs@csusb.edu

Release of Liability
Students must sign and submit a Release of Liability.

Report for Enrollment
Establish goals & objectives with supervisor, then report the internship for enrollment via JHBC Resource Network.

Find forms online at jhbc.csusb.edu, or via JHBC Resource Network (Document Library).
Upon approval, the Internship Coordinator enrolls students in the appropriate internship course (575/675).
Students will be added to a corresponding Blackboard course where all documents required to earn credit will be submitted (midterm, final, timesheets, and survey).

JHBC Student Success Center (JB Hall, Room 134) Ph.: (909) 537-3358; Email: jhbc.svcs@csusb.edu