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. During the COVID-19 pandemic, it is still possible to obtain and complete an internship. Reach out to our office if you have further questions about the Internship Program.

ELIGIBILITY

- Internships are available to all undergraduate and graduate Business and Public Administration, and 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

FINDING AN INTERNSHIP

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

On-Campus Resources
- JHBC Internship Page is the College’s internship database.
  - Visit csusb.edu/jhbc ➔ Student Success ➔ JHBC Internship Search
- Handshake ➔ via MyCoyote ➔ Employment Opportunities ➔ Handshake

Online Resources
- Indeed
- Company websites
- LinkedIn

Networking Opportunities
- Guest speakers
- Join clubs/organizations
- In-person or virtual career and networking fairs

ENROLLING AND EARNING INTERNSHIP CREDIT

Students may earn 3 semester 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 employer)
- Submit a signed Release of Liability
- Report the internship for enrollment 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
Documents are available on the College’s website at csusb.edu/jhbc.

The Internship Coordinator will proceed with enrollment in the appropriate internship course (5753/6753).

Students will be added to a corresponding Blackboard course where all documents required to earn credit will be submitted (midterm, final, timesheets, and survey).

**Contact:**
(909) 537-3358  |  jhbc.svcs@csusb.edu or jessicac@csusb.edu  |  JB-134

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**Résumé**
This is the first impression, so be prepared. Use campus resources for assistance.

**Find an Internship**
Use all resources, including JHBC Internship Search website, 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 (instructions will be provided).