

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 Website** is the College's internship database.
 - Visit csusb.edu/jhbc → **Student Success** → **JHBC Internships – Current Openings**
- 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 units 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**

STEP 1**Résumé**

This is the first impression, so be prepared. Use JHBC and campus resources for assistance.

STEP 2**Find an Internship**

Use all resources, including JHBC Internship Search website, to find and secure an internship.

STEP 3**Enrolling?**

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

STEP 4**Agreement**

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

STEP 5**Release of Liability**

Students must sign and submit a Release of Liability.

STEP 6**Report for Enrollment**

Establish goals & objectives with supervisor. Then report the internship for enrollment via Google Forms.

- Documents are available on the **College's website** at csusb.edu/jhbc/student-success/internship-students/forms
- 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:

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