

School of Business- Academic Internship Fact Sheet

Internships are an invaluable opportunity for students to gain experience in their respective fields, learn about the inner workings of a professional environment, strengthen their career prospects and build their academic portfolios. Student interns are goodwill ambassadors for the University and School of Business.

- Academic internships (credit-bearing) are open to business (accounting, finance, management, and marketing) and CSIS students year-round. The start and end dates for internships correspond to the semester (or summer term) start and end dates.
- The business internship course satisfies either a program or business elective, or a cognate in Computer Science or Information Systems.
- Eligibility criteria includes: junior or senior status (at least 64 earned credit hours) and a minimum GPA of 2.5. (Students should have completed at least two courses in their respective concentration, over and above core requirements).
- Students are required to schedule an appointment with a counselor in the Career Center (CC-104) for resume review. It's critical to the process and should be undertaken at the beginning of the semester prior to a planned internship.
- Students are required to meet with the faculty supervisor one semester prior to discuss the course in detail and receive guidance for securing an internship. It is up to the student to secure the internship, faculty does not place students into internships. A good source for internships is the StocktonWorks database. Students should also explore opportunities on their own.
www.stockton.edu/stocktonworks
- A student cannot register themselves for the internship. The faculty/office staff will issue a POI (permission of department) which will enable a student to register.
- The on-site requirement is 152 hours for a 4-credit internship, averaging about 12 hours a week. [Note: the on-site requirement for dual-degree students is 114 hours, based on a 3-credit graduate course]
- For an internship to qualify for academic credit students must be compensated at least \$8.61/hour (or the prevailing minimum wage) for all **for-profit** organizations/employers. There will be no exceptions. **Non-profit** organizations are exempt from this requirement.
- Student evaluation criteria include bi-weekly progress reports, online reflection, a final paper and a supervisor evaluation.

Faculty supervisor for fall and spring: Jennifer Barr, jennifer.barr@stockton.edu

Faculty supervisor for summer and Dual Degree: John Boyle, john.boyle@stockton.edu, K-130

Faculty supervisor for CSIS: any full time faculty member

Document Completion and Course registration: Donna Hauer, donna.hauer@stockton.edu, G-124