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 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 <u>not</u>** 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-center** ⟶ Internships ⟶ Internship Opportunities
- 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 **JHBC Student Success website**: csusb.edu/jhbc-student-success-center/internships/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:

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