

Academic Business Internship Fact Sheet for Undergraduate Students

- Academic internships (credit-bearing) are open to business students only and available in accounting, analytics, finance, management, and marketing 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 a business elective**.
- Eligibility criteria include junior or senior status (at least 64 earned credit hours) and a **minimum GPA of 2.5**. Also, **students should have completed at least two 3000 level or above courses in their respective concentration**, over and above core requirements.
- Students are required to schedule an appointment with Dayna DeFiore in Career Education & Development (CC-104) for resumé review. It is critical to the process and should be undertaken the semester prior to a planned internship.
- **Students are encouraged to meet with the faculty supervisor** and begin the matching process for securing an opportunity one semester prior to the internship. Sources for internships include the Handshake database and Career and Internship Fair. Students can also explore opportunities on their own.
- **Once an internship position is secured and the necessary paperwork is completed, a student will be registered for the course.**
- The on-site requirement is 152 hours for a 4-credit internship, averaging about 12 hours a week.
- Students will be compensated the prevailing minimum wage for all for-profit organizations (some pay upwards of \$15/hour). There will be no exceptions. Non-profits are not required to compensate students, however, some do offer a stipend. There are also on-campus internship opportunities.
- Student evaluation criteria include bi-weekly progress reports, a final paper, and a supervisor evaluation.
- Rarely, an internship falls through at the beginning of the semester. Every effort will be made to assist the student in securing a new placement, however, a contingency plan should be in place (e.g., being prepared to enroll in another business elective).
- Additional information as well as a promotional video can be found at:
<https://www.youtube.com/watch?v=h4hIWBRm5VY>

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, School of Business, and Business Studies Program.

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