



SAINT JOSEPH'S
UNIVERSITY

Spirit | Intellect | Purpose



HAUB SCHOOL OF BUSINESS Management Department INTERNSHIP GUIDELINES

Purpose: The following guidelines are intended to evaluate both the students that apply for an Internship in the Management Department (any of the five majors) as well as the quality of the Internship Opportunity. The objective is to ensure a valuable experience for the student and to build credibility with internship sponsors regarding the competency of St. Joseph's students.

Internships can be either for academic credit or not for academic credit; paid or unpaid.

These guidelines apply only for those internships where you are seeking academic credit (whether paid or not).

- I. Student Qualifications
 - 3.0 GPA
 - Minimum first semester junior standing (completion of 60 credit hours)
 - Completed MGT 110/MGT120/MGT121
 - Approval prior to beginning the job
- II. Application Process and Sequence (electronic completion and submission is encouraged)
 - A. The semester preceding the initiation of the internship obtain the following forms from either your Management Department Academic Advisor or the Management Department website
 1. Checklist
 2. Management Department Internship Guidelines
 3. Syllabus template, and
 4. Management Department Internship Application.
 - B. The student works with the Career Development Center to find and verify that the internship opportunity exists and outlines the duties and expectations of the internship site for the student. For new internship sites, work with the Career Development Center to “register” the organization offering the internship.
 1. Look for the following when evaluating a potential internship: (i) are there adequate opportunities for student learning; (ii) is there an opportunity for the

- intern to be part of a “real” project; (iii) does the internship Sponsor provide an experience that is of valuable?
2. Meet with the Career Development Center for a resume check and mock interview if not previously done.
- C. Meet with your advisor to review your program of study and academic performance to determine if an internship is a viable option. If the adviser concludes that an internship is appropriate, your advisor will sign the Management Department Internship Application.
- D. It is the responsibility of the student to identify a faculty member in the Department of Management who is willing to serve as an Internship Mentor. The student will work with that faculty member in developing a syllabus for the course (see Syllabus Guidelines) and in mentoring during the course**
1. Have the faculty mentor sign the form after the advisor.
 2. NOTE: If sufficient students are accepted for an internship in any given semester (typically 8-12 students), a course will be offered and a Department of Management faculty member will be assigned to teach during that semester. The Registrar’s Office will oversee the registration process. You will be notified if a course is offered.
- E. Take or send the Management Department Internship Application to the Department Chair after you, your advisor and your faculty mentor have signed.
- F. If the application is approved by the Chair, the student obtains approval from Director of the Cooperative Education, Dr. Todd Krug who then submits the application to the Registrar’s office
- G. The Registrar office reviews, and if approves, sets up a course and registers you.

There will be no retroactive internships.