

# INTERNSHIPS

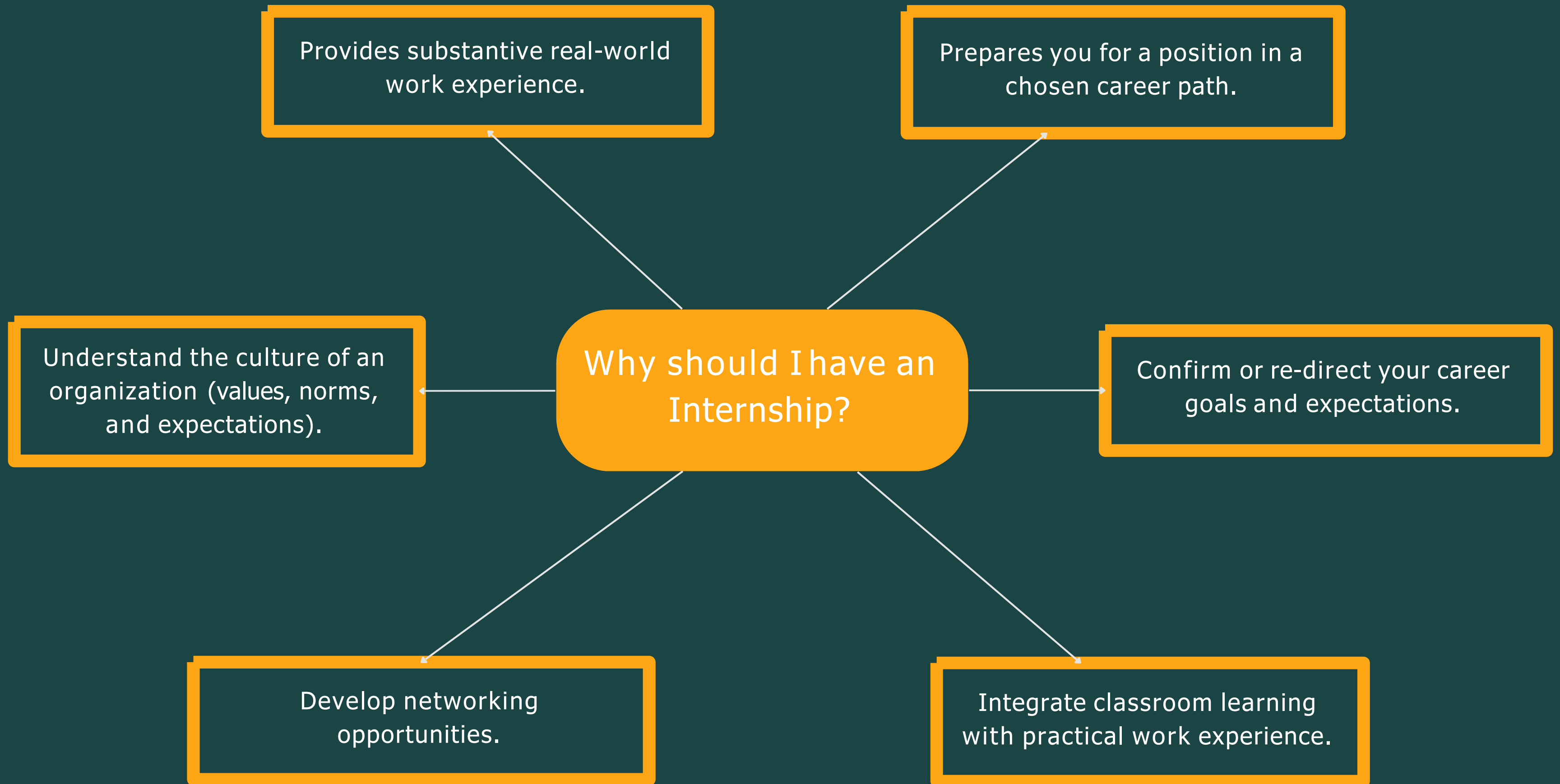
The What, Where and How of Gaining  
Real-World Experience



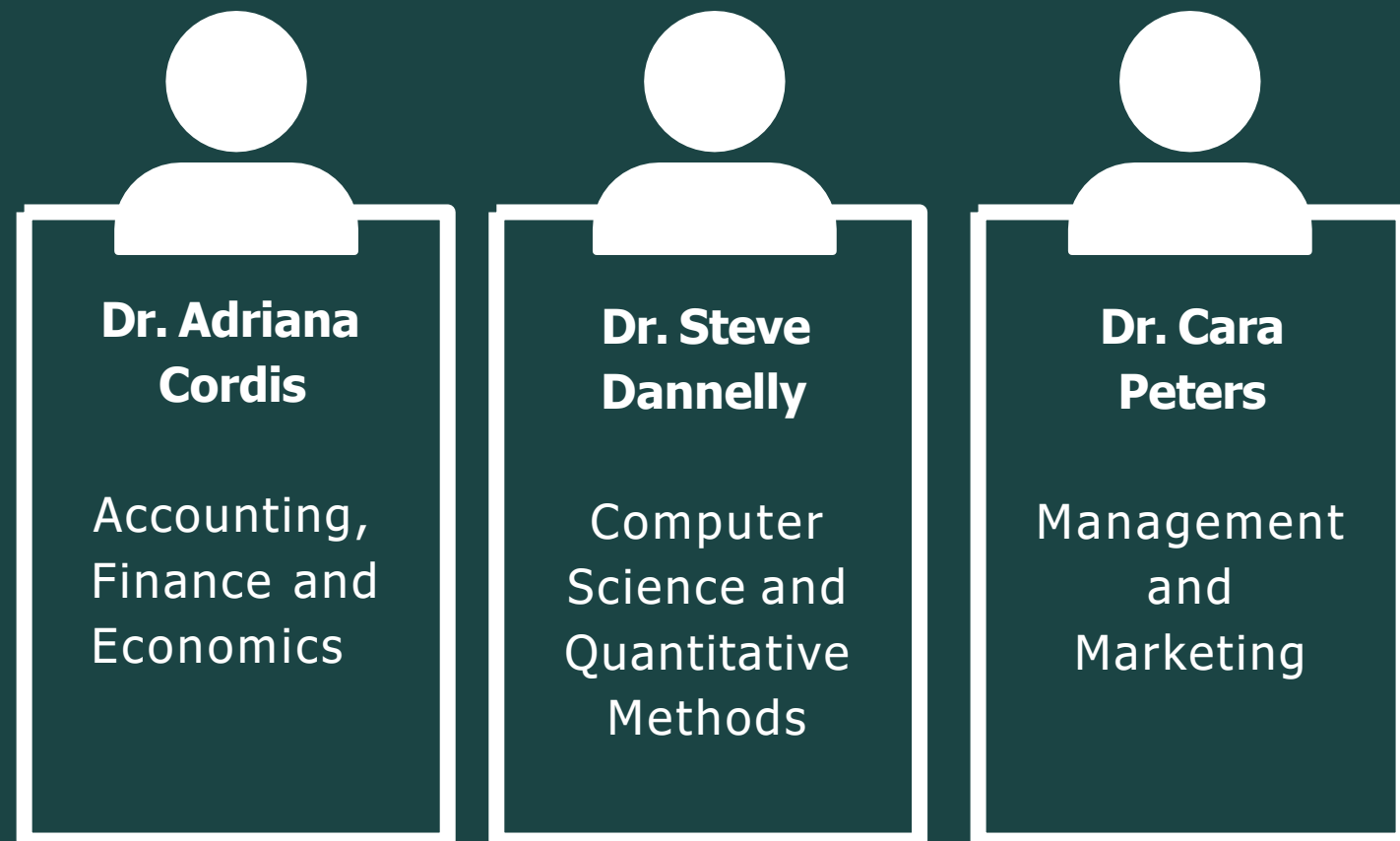
## What is an **Internship**?

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**An internship is receiving practical training at a company during an academic semester, which you can receive three hours of academic credit for if approved.**



# WHAT DOES A FOR-CREDIT INTERNSHIP ENTAIL?



Department Chairs

An **approved job description** before starting the internship is highly recommended for submission.

A minimum of **150 work hours** (200 hours for graduate students) is required.

Timesheets and various written assignments to document progress will be done throughout the semester - there are **no in class meetings**.

You will keep a **learning journal**, as well as write and present a **comprehensive paper** at the end of the internship or semester.

# COURSE REQUIREMENTS

What do you need completed in order to be approved.

## Speak with your Advisor

Make sure that the Internship course makes sense in your degree plan! This is super important.

## Class Level

You need to be a Junior, Senior, or Graduate student.

## GPA Requirements

Minimum 2.0 (BADM)  
Minimum 2.5 (CSCI, ECON, ENTR, MGMT, MKTG)  
Minimum 2.75 (ACCT, FINC)  
Minimum 3.0 (Graduate Students)

## Prerequisites

Please note the prerequisites listed for the Internship class that you are wanted to register for.

## \*Healthcare Management

HCMT 491 is handled solely by Dr. Michael Matthews. This process will be completed with him.

**TIP:** Have your resume completed and polished - when searching for an Internship, this is incredibly important!

# YOU MEET THE REQUIREMENTS... NOW WHAT?

Here are the four steps that you need to take in order to take an Internship course:

## 1. Acquire a position

Look for positions on Handshake, LinkedIn, utilizing personal networking, as well as emails from Student Services.

## 2. Turn in application

Complete the Internship Agreement as your application for the course, then turn it in to Student Services.

## 3. Receive approval

Once your agreement has been received, it will go to the appropriate department chair for final approval.

## 4. Register for class

An override is necessary for you to be able to register; the Student Services office will be able to complete this for you.

# MORE IMPORTANT INFO



You're able to register for the Internship course during Spring, Summer, or Fall.



The process to apply for the Internship course should start toward the end of the semester prior to the semester of your Internship.

International Students can absolutely partake in an Internship. Please communicate with the International Office to make sure that all proper steps are taken if needed.



Internships can be paid or not paid. We do not have a requirement either way.



For help on your resume, you can contact the Center for Career Development and Internships. They are more than happy to help!

<https://www.winthrop.edu/cdi/resumes-and-letters.aspx>



An existing job is not acceptable for this course credit; however, an internship with an existing employer may be possible if specific and substantive changes in responsibilities are made so that the internship becomes a progressive learning experience beyond what has been previously gained.