

PROFESSIONAL INTERNSHIPS



PennState
Abington

Business

2018-2019 INTERNSHIP DEADLINES:

Summer - April 13

Fall - August 3

Spring - November 30

IMPORTANT CONTACTS:

CAREER & PROFESSIONAL DEVELOPMENT

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WHAT IS AN INTERNSHIP?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. -source: NACE

WHO IS ELIGIBLE TO PARTICIPATE IN THE BUSINESS INTERNSHIP PROGRAM?

All students majoring in Business must complete a required internship (BA 495), following their completion of the BA 420 course. Students must have a minimum 2.0 GPA to qualify for an internship.

WHEN SHOULD I APPLY FOR THE INTERNSHIP?

We encourage students to begin searching for an internship at least one semester or 4-6 months prior to needing the internship.

WHEN WILL THE INTERNSHIP TAKE PLACE?

You can begin your internship once it is approved by your faculty advisor, is officially registered on LionPath, and you and your site supervisor agree on a start date.

HOW MANY ACADEMIC CREDITS AND HOURS ARE INVOLVED?

Students will earn 3 credits and must complete 300 hours during the semester they are interning.

WHAT IS AN APPROPRIATE INTERNSHIP SITE?

Internships must take place in a professional setting, under direct supervision. Internship site supervisors must have an advanced degree, and experience in the specific field of study.

IS THIS THE ONLY INTERNSHIP I SHOULD COMPLETE WHILE I'M IN COLLEGE?

No, students are encouraged to experience more than one internship during college. Talk to your counselor to discuss your options.

**CAREER & PROFESSIONAL
DEVELOPMENT**

Steps to Find an Internship

TOOLS, RESOURCES, AND EVENTS TO SEARCH FOR AN INTERNSHIP

To view a full list of tools visit:
studentaffairs.psu.edu/career/cic

- Nittany Lion Career Network
- Internships.com
- Employer Websites
- Career Fairs
- Networking
- Going Global
- Professional Associations
- Career & Professional Development: - JobBox, Internship site list, contacts
- InterviewStream
- Career Guide

Meet with a career counselor to learn additional search strategies

GETTING STARTED

Step 1 - Prepare

- Plan in advance the semester you want to take your required or exploratory internship, we recommend at least one semester in advance or more.
- Attend an Internship Planning workshop offered at the beginning of each semester
- Meet with your faculty advisor to determine your eligibility to complete a required internship and to learn the academic requirements.
- Work with a career counselor to prepare and review your marketing materials, including your resume, cover letter, and references.
- Prepare for interviews by utilizing InterviewStream, participating in a mock interview with employers or alumni, or work with a counselor to prepare.

Step 2 - Conduct an Internship Search

- Utilize the tools, resources, and events to the left to conduct a comprehensive internship search.
- Meet with a counselor to obtain a listing of established internship sites for your major.

Step 3 - Secure and Register Your Internship for Credit

- Accept an internship offer.
- Email or meet with a career counselor to obtain a sample internship acceptance letter to be completed by your internship supervisor.

NEXT STEPS

- You must have already completed the BA 420 course and have a minimum 2.0 GPA to qualify for internship.
- Once your letter is received by the deadline listed on the reverse side, Career & Professional Development will process your application and send it to your faculty advisor and the Registrar for approval.
- Once approved, your internship will appear on your roster in LionPath.
- Report to your internship site on the date established by your site supervisor.

SEEK ASSISTANCE EARLY & OFTEN!

The staff in Career & Professional Development are here to help you succeed, please reach out early and often for help during this process.