PROFESSIONAL INTERNSHIPS

PennState Abington

Business

2021-2022 INTERNSHIP DEADLINES:

Spring 2022 - December 3
Summer 2022 - April 15

IMPORTANT CONTACTS:

CAREER & PROFESSIONAL DEVELOPMENT

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FACULTY INTERNSHIP SUPERVISOR

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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 Internship Supervisor 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.

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Steps to Find an Internship

TOOLS, RESOURCES, AND EVENTS

- Career & Professional Development Job Box
- Career Guide
- Nittany Lion Careers nittanylioncareers.psu.edu
- GoinGlobal - Access via nittanylioncareers.psu.edu
- InterviewStream
- Campus Philly - campusphilly.org
- Internships.com
- Employer Websites
- Career Fairs
- Networking
- Professional Associations

To access the tools above & other resources, visit:

abington.psu.edu/campus-life/careers

GETTING STARTED

Step 1 - Prepare

- Start the internship process no later than the SEMESTER BEFORE the internship.
- Work with a career counselor to prepare and review your resume, cover letter, and references.
- Attend an Internship Planning Workshop offered at the beginning of each semester.
- Meet with your Faculty Internship Supervisor to determine your eligibility to complete a required internship and to learn the academic requirements.
- Prepare for interviews by using InterviewStream and/or participate in a mock interview with a career counselor.

Step 2 - Conduct an Internship Search

- Utilize the tools, resources, and events to the left to conduct a comprehensive internship search.
- Meet with a career counselor to discuss additional resources and strategies.

Step 3 - Secure and Register Your Internship for Credit

- Accept an internship offer and **request an Internship Acceptance Letter using the template provided by your career counselor listed on the other side.**
- Complete the internship application and upload the Acceptance Letter for academic approval. Obtain the internship application link from your career counselor.
- ***Internships MUST be pre-approved***

NEXT STEPS

- Once approved, the internship course will appear on your roster in LionPath.
- Report to your internship site on the date established by your site supervisor.
- Complete all academic requirements as outlined in the syllabus and Canvas course.

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. Contact or visit us:
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