

# PROFESSIONAL INTERNSHIPS



## Business

### 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.

-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 BA 321, BA 322, and BA 420. 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 experience in the specific field of study. Your internship cannot be directly supervised by a parent or guardian.

### 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.


### INTERNSHIP DEADLINES

Fall : Early August  
Spring: Early December  
Summer: Mid April

Refer to  
<https://www.abington.psu.edu/internship-application-process> for specific deadlines

### IMPORTANT CONTACTS

### CAREER & PROFESSIONAL DEVELOPMENT

 215-881-7512

 internships-ab@psu.edu

 [abington.psu.edu/career-development](http://abington.psu.edu/career-development)

### BUSINESS DEPARTMENT

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CAREER & PROFESSIONAL  
DEVELOPMENT

# Finding an Internship

## GETTING STARTED

### Step 1 - Prepare

- Begin the internship planning process no later than one semester before the internship.
- Work with a career counselor to prepare your resume, cover letter, and references.
- Attend an Internship Planning Workshop to learn the process for registering an internship for academic credit.
- Meet with your faculty advisor to determine your eligibility to complete a required internship.
- Prepare for interviews by using Interviewing.com and/or participating 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.
- Visit <https://www.abington.psu.edu/internship-application-process> to access the letter template associated with your major.
- Provide your host employer with the letter template and request that it be completed, signed, and returned on official company letterhead.
- Submit your internship application and accompanying employer letter.
- Await approval from CPD and your academic department.
- **Internships must receive CPD and academic department approval to be registered for credit.**

## 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:

206 Lares | 215-881-7512 | [internships-ab@psu.edu](mailto:internships-ab@psu.edu) | [abington.psu.edu/career-development](http://abington.psu.edu/career-development)

## TOOLS, RESOURCES, AND EVENTS

- <https://www.abington.psu.edu/campus-life/careers/students-alumni/online-career-tools>
- Career Guide
- Career Shift
- Nittany Lion Careers
- GoinGlobal
- Interviewing.com
- Campus Philly
- Internships.com
- Employer Websites
- Career Fairs
- Networking
- Professional Associations

## ADDITIONAL INFORMATION

[abington.psu.edu/campus-life/careers](http://abington.psu.edu/campus-life/careers)