

The Internship Program

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To learn about our Internship Program:

**Login to our *new* Online Internship Orientation at
GGU Careers.com**

(select Internship Orientation on the welcome page)

Or

Come to an Internship Orientation

**To sign up for an Internship Orientation, login to
www.ggucareers.com with your user name and password**
Questions: Call 415-442-7299 or email studentaffairs@ggu.edu

**Contact Christine Tanner, Career & Internship Services, at
415-442-7868 or email ctanner@ggu.edu for further information**

THE INTERNSHIP PROGRAM

PLEASE NOTE:

The requirements in this handout are not applicable to students enrolled in the **MA in Psychology degree program with a Marriage Family Therapy (MFT) concentration**. Internships in that program are geared to meet the licensing requirements of the State of California Board of Behavioral Sciences (BBS). Please login to your GGU Careers account (select MFT Internships on the welcome page) to learn more. For additional information or specific questions, please contact the Chair of the Department of Psychology.

Students in the **MS Taxation Full Time Day Program** should consult their program handbook for internship information and forms. All internship questions should be directed to the Director of the Day Tax Program.

1. What is an internship?

The Internship Program integrates your academic and career interests with “hands-on” work experience. The objectives of the program are to: provide students with opportunities to enhance their academic studies, earn academic credit toward degree requirements, further their career and professional growth and help students gain relevant field experience. Internships may be either part-time or full-time. Most degree programs offer a “for-academic-credit” internship course. Units earned may be applied to fulfill degree requirements. Internships can be paid or unpaid.

2. Why should I consider doing an internship?

- Integrate and enhance academic studies with on-the-job professional level experience
- Gain valuable hands-on work experience
- Develop marketable job skills which are transferable to other jobs
- Examine and clarify tentative career goal and options
- Test personal aptitudes, abilities and interests in relation to your career choice
- Achieve personal growth by improving your interpersonal skills, confidence, and decision-making in the workplace
- Develop reference and professional contacts (networking) which may lead to future job offers
- Gain job search skills
- Obtain academic credit
- Receive financial compensation (optional)
- For International Students: Obtain Curricular Practical Training

3. Who can participate in the internship program?

Currently enrolled students may participate upon meeting the following eligibility requirements:

Program Eligibility Requirements for Undergraduate Degree Students

- Must have accumulated at least sixty (60) units.
- Must have successfully completed at least (12) units at Golden Gate University with a 2.50 GGU GPA or higher. Must have completed major subject area requirements. Consult the appropriate *Bulletin* sections.
- Must be fully admitted (not provisionally or conditionally admitted).
- Undergraduate students must receive a letter grade (A-F) for Internship units taken to satisfy “Required for the Major” courses or “Business Core” courses.
- Must meet Departmental guidelines for qualifications for the internship. The Finance department has additional eligibility requirements. See attachment.

Program Eligibility Requirements for Graduate Degree Students

- Must have successfully completed at least nine (9) graduate units at Golden Gate University.
- Must be in good standing.
- Must have completed their degree Graduate Proficiency and Foundation Program requirements, if any. Since individual degree programs have exceptions, the appropriate *Bulletin* sections should be consulted.
- Must be fully admitted (not provisionally or conditionally admitted).
- Must meet Departmental guidelines for qualifications for the internship. The School of Tax and the Finance and Accounting and Information Technology Management departments have additional eligibility requirements. See attachment.

Program Eligibility Requirements for Certificate Students

Fully admitted certificate-seeking students should consult with their department for specific eligibility requirements and application of Internship units to their certificate programs.

PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO CONFIRM THAT YOU HAVE MET ELIGIBILITY REQUIREMENTS PRIOR TO SEEKING AN INTERNSHIP. INTERNSHIPS WILL NOT BE APPROVED IF YOU DO NOT MEET ELIGIBILITY REQUIREMENTS. CONSULT YOUR DEPARTMENT CHAIR OR PROGRAM DIRECTOR IF YOU HAVE ANY QUESTIONS ABOUT YOUR ELIGIBILITY TO PERFORM AN INTERNSHIP.

4. When can I do an internship?

When you meet eligibility requirements you may do an internship any trimester: Fall, Spring or Summer. Most students find it more beneficial to intern in one of their last two trimesters after completing most of the course work in their major and having gained the knowledge and skills to apply in the workplace.

ROLL-OVER REGISTRATION: If you decide to do an internship in your last trimester and have not found an internship by the time the trimester begins, it is recommended that you register for another class if you wish to ensure that you will have sufficient credits to graduate (or need to stay in status as an international student). You have until the end of the 8th week of the trimester to drop the class and “roll-over” (or transfer) your registration fees to the internship course. Please obtain a “roll-over” internship form from the internship manager before you register.

START YOUR PREPARATION EARLY: It is important to begin planning early for your internship by attending an Internship Orientation. You should allow at least a trimester to prepare!

5. Can I convert my present job into an internship?

Some majors allow you to assume a value-added project related to your major in your present job. The internship must enhance the student’s understanding of his/her academic major. The student must meet internship eligibility requirements and adhere to the academic credit and grading criteria. Check with your department chair for further information.

6. How many hours do I need to work to gain academic credit?

You will need to work the following number of hours to gain academic credit:

- 3 units = 12 hours (minimum) a week for 15 weeks (**180 minimum total hours**; weekly hours are **flexible**).
- 2 units = 8-11 hours per week for 15 weeks (**120 minimum total hours**; weekly hours are **flexible**).
- 1 unit = 4-7 hours per week for 15 weeks (**60 minimum total hours**; weekly hours are **flexible**)*

*Departments will determine the maximum number of Internship units applicable toward degree and certificate programs. The appropriate *Bulletin* sections should be consulted.

7. What Academic Requirements Will I Need To Fulfill?

In addition to having an internship supervisor at your internship site, you will have a faculty internship supervisor, often the department chair or program director, who will give you assignments designed to demonstrate and extend the learning gained from your internship. Assignments will vary by department, but may include a professional report, log, journal, and/or presentation. Your faculty internship supervisor will award a grade to you for the internship course based on the assignments and supervisor and student evaluations that you will submit. Please contact your faculty internship supervisor to learn the specific department requirements and grading criteria.

8. I'm an international student. Can I do an internship?

Yes, if you are an F1 or J1 student. Attend an Internship Orientation for further information.

United States Federal Regulations govern the ability of international students and other international visitors to be employed in the United States. Internships, training, and education programs that enable international visitors to provide services are generally considered as employment. Students in these programs are required to comply with the immigration laws and regulations pertaining to employment.

Students residing in the United States under any type of non-immigrant visa status who intend to participate in the Internship Program at Golden Gate University may be eligible to participate if they are maintaining their immigration status and have permission in writing from an international student advisor in International Admissions and Advising Services. Specific information regarding all of the eligibility requirements is available from International Admissions and Advising Services.

Immigration rules and regulations generally control the following:

- The length of time you must be present in the U.S. before being eligible for an internship.
- The relationship between your degree level, major, concentration or field of study and the internship field.
- The number of hours you may be employed each week.
- The number of credit hours you must be enrolled--in addition to the internship credit hours.
- The length of time permissible for each period of internship.

International students must consult with an international student advisor.

9. How Can I Prepare To Look For An Internship?

1. *Start by clarifying your own interests and goals*

- What are your career goals and how will an internship help you to reach them?
- What classroom knowledge do you want to apply in the workplace?
- What do you hope to learn from your experience?

2. *Assess your skills and knowledge*

What skills (including transferable skills such as organization, communication, leadership and teamwork skills) and knowledge can you offer an employer? Make sure they are reflected on your resume.

3. *Research the field*

Focus your search by learning more about your career field, salary levels and potential industries, employers and professional associations using interviews and online and hard copy research. Use these resources:

- **Informational Interviewing:**
Meet with professionals to get advice and learn more about your career field. For more information, access our handout, "Informational Interviewing," at www.ggucareers.com (Resumes/Documents)
- **Online Resources:**
Login to www.ggucareers.com (Online Resources/Career, Employer & Salary Information) to access career and employer information online links, including our subscription to Vault.com.
- **Use books and guides in our Career Resource Center and the GGU Library**

4. *Prepare a resume/cover letter & develop your interviewing/ job search skills*

You will be searching for an internship, submitting your resume and interviewing with employers just as if you were applying for a job. To develop your resume-writing, interviewing and job search skills, attend our workshops or consult our handouts on these topics. Access handouts and sign-up for workshops at www.ggucareers.com.

5. *Develop Evaluation Criteria*

Your chances of having a successful internship experience are improved if you have a clear idea of your goals and carefully evaluate the internships you are considering. Here are some criteria to apply:

- Is the internship 80% project or processes oriented? Are clerical tasks 20% or less?
- Will the internship allow me to get hands-on experience in my major?
- Will I receive adequate supervision?
- Will the internship enhance my skills and further my career goals?

6. *Determine Your Need For Compensation*

Internships can be offered by employers on a paid or unpaid basis. When employers do seek guidance on offering internship salaries, we recommend that internships be compensated at 80% of entry-level salary. Access salary survey websites at www.ggucareers.com (Online Resources/Career, Employer & Salary Information) to research entry-level salaries.

10. What resources can I use to look for an internship?

1. *Your Network!*

This is the most successful method for finding a job/internship!

Ask faculty, friends, classmates, family, neighbors, former co-workers, church members, personal business contacts, etc. Do informational interviews to expand your network.

2. *Business and Professional Associations*

Join and become active in a school professional club or become a student member of a professional association in your area where you can network. For appropriate organizations check www.ggucareers.com (Online Resources/Professional Associations) or ask your professors.

3. *GGU Careers*

- **Login to www.ggucareers.com**
Login to your account at www.ggucareers.com to access job and internship listings posted by employers exclusively for GGU students and alumni.

4. *Job and Internship Search Web Sites*

Login to www.ggucareers.com and select Online Resources to access internships posted on national and local job boards. Also check our listings of industry specific sites focusing on areas such as government, non-profit, or career field.

5. *Apply Through Employer Websites or By Prospecting Letters/Calls*

Develop a list of employers where you would like to work by conducting an internet search, looking in the Yellow Pages telephone directory or consulting the “Book of Lists” for your area. Most metropolitan business newspapers publish a “Book of Lists” which can be obtained from your local library or by subscription to the business newspaper. To find the appropriate “Book of Lists” for your area, call the national publisher at 1-800-486-3289. The GGU Resource Center carries the following excellent directories:

- SF Business Times “Book of Lists”
- SF Chamber of Commerce International Business Directory

6. *Career/Job Fairs/Employer Events*

Attend GGU Career Fairs (Accounting and Tax) and local commercial job fairs for the public. Locate career fairs scheduled for your area through www.ggucareers.com (Online Resources/National / Local Job and Internship Boards/Career Fairs). Also, look for opportunities to make contacts through employer events, conferences, seminars, and workshops.

For more information about internship/job searching, consult our handout, “Strategic Job Search,” at www.ggucareers.com (Resumes/Documents).

11. How do I get started?

INTERNSHIPS—A STEP-BY-STEP GUIDE

PREPARING TO LOOK FOR AN INTERNSHIP

___ **STEP # 1 LOGIN TO OR ATTEND AN INTERNSHIP ORIENTATION**

Login to our online internship orientation by accessing your account at GGU Careers (select Internship Orientation on the welcome page). This dynamic orientation contains all the information, forms and handouts you'll need to learn about the program, locate, and register for an internship and get the most out of the experience. Special rules for international students are also presented. You can also attend a live orientation at the San Francisco site. See the first page of this handout for dates and times. *Please contact Christine Tanner at 415-442-7868 or ctanner@ggu.edu if you have any questions about the program.*

___ **STEP # 2 ATTEND JOB SEARCH WORKSHOPS**

If you do not have recent work experience in the U.S., attend at least 2 job search workshops where you will learn how to create an effective resume, interview successfully, practice your interviewing skills, and search for a job or internship. Register for workshops at www.ggucareers.com.

___ **STEP # 3 MEET WITH A CAREER COUNSELOR FOR RESUME REVIEW**

Bring a draft of your resume and cover letter to a career counselor for review. Consult the drop-in career counseling schedule posted at www.ggucareers.com or call 415-442-7299 or e-mail studentaffairs@ggu.edu to arrange a phone or office appointment.

___ **STEP # 4 CONFIRM THAT YOU MEET ELIGIBILITY REQUIREMENTS (PAGE 3)**

PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO CONFIRM THAT YOU HAVE MET INTERNSHIP ELIGIBILITY REQUIREMENTS PRIOR TO SEEKING AN INTERNSHIP. INTERNSHIPS WILL NOT BE APPROVED IF YOU DO NOT MEET ELIGIBILITY REQUIREMENTS. CONTACT YOUR DEPARTMENT CHAIR/PROGRAM DIRECTOR IF YOU HAVE ANY QUESTIONS ABOUT YOUR ELIGIBILITY TO PERFORM AN INTERNSHIP.

___ International Students Only: If you are planning to apply for a paid internship, confirm that you meet Federal requirements as described in the handout, "Applying for Curricular Practical Training (Paid Internships For Academic Credit)." Contact your International Student Advisor with any questions.

(Financial Aid recipients should discuss eligibility with their financial aid advisor.)

___ **STEP # 5 DISCUSS YOUR INTERNSHIP PLANS WITH YOUR DEPARTMENT/CHAIR PROGRAM DIRECTOR**

Your department chair/program director can provide guidance on planning your internship and answer any questions concerning academic eligibility requirements.

___ **STEP # 6 APPLY DIRECTLY TO THE EMPLOYER**

Begin your job search by using all your job search tools: networking, responding internship postings, and contacting employers directly.

AFTER YOU'VE FOUND AN INTERNSHIP

STEP # 7 SUBMIT LETTER OF OFFER TO DEPARTMENT CHAIR

When you have been offered a position:

- Obtain a written letter of offer (**Employer Letter**) describing your duties and the dates of your internship on company letterhead, signed by your employer.

International Students Only: If you are doing a paid internship that must be registered in SEVIS as Curricular Practical Training, the required format for the employer letter is in the handout, "Applying for Curricular Practical Training (Paid Internships For Academic Credit)" available from International Student Services.

- Complete and bring the **Internship Course Registration Form** (see attached Registration Form) together with the **Employer Letter** to your department chair for approval. The department chair will designate a faculty internship supervisor (in most cases, this will be the department chair) and sign the Registration Form.

International Students Only: If you are doing a paid internship that must be registered in SEVIS as Curricular Practical Training, obtain a **Faculty Letter** from your department chair in the form specified in the handout, "Applying for Curricular Practical Training (Paid Internships For Academic Credit)" available from International Student Services. Your department chair will prepare the letter for you. Bring this letter, along with your **Employer Letter** and signed **Internship Course Registration Form** to an international student advisor for signature. Make copies of both letters for your records.

STEP # 9 SUBMIT LETTER OF OFFER AND REGISTRATION FORM TO CAREER SERVICES

Bring the signed **Internship Course Registration Form** along with your **Employer Letter** to Career Services for signature.

STEP # 10 REGISTER FOR THE INTERNSHIP COURSE

Registration will be provided by Career Services or you may be instructed to take the signed Registration Form to the registration office for registration and course payment.

EVALUATION AND GRADING

Discuss your learning objectives and grading criteria with your faculty internship supervisor.

- The **Student Internship Evaluation Form** will be emailed to you mid-trimester. It must be returned to your faculty internship supervisor and a copy to the internship director.
- The **Supervisor (Employer) Evaluation Form** will be mailed to your employer and must be returned to the internship director. A copy will be sent to your faculty internship supervisor.
- When all academic grading requirements (professional report, etc.) have been met, your faculty internship supervisor will administer your grade. All requirements must be met no later than 4 weeks after the last day of the internship.

Your Faculty Internship Supervisor and Christine Tanner, the Internship Program manager, are available to assist you during your internship.

Eligibility for Internships in Accounting – Graduate Students

For graduate students enrolled in the Department of Accounting's graduate degree programs, the internship experience is a capstone to the procedural and analytical skills that the student has developed in their prior course work. Consequently, the student will be expected to meet the following requirements for eligibility as an intern:

- 1) Have completed the Foundation courses and three (3) courses in the Advanced Program. These three courses must have the prefix ACCTG.
- 2) Have an overall grade point of 3.0 and a grade point of 3.3 in the graduate ACCTG courses and perform the internship in one of the last two trimesters of their program.
- 3) May not be conditionally admitted or on probation at the time of the internship.
- 4) May not use the internship as a course taken in a retention plan.
- 5) Must meet eligibility requirements of the Immigration and Naturalization Services if they are an international student with an F-1 or J-1 visa.
- 6) Must submit a detailed proposal of the desired internship with documentation from the firm or organization with which the internship takes place. The internship Coordinator for the Department of Accounting will review the proposal, in conjunction with the Chair of Accounting, and make the final decisions as to the merits of such internship focusing on academic and practice worthiness.

(Professor James Schwartz)

Eligibility for Internships in Taxation - Graduate Students

Graduate students enrolled in the MS Taxation program must have completed 18 graduate tax units in order to be eligible to perform an internship. Students also must have completed the Compliance Workshop and be in good standing. Any taxation internship requires prior approval of the Director of the Day Tax Program.

(Dean Mary Canning)

Eligibility for Internships in Technology – Graduate Students

Graduate students enrolled in the MS in Information Technology program, the MS in Enterprise Systems Management program or the MS in Systems and Network Management program are subject to the following additional eligibility requirements:

- 1) Students are required to complete all of the required Core Courses except ITM 397 (Capstone).
- 2) "On-the-Job" internships are not permitted unless they are outside the student's functional area and have the approval of the department chair or program director.

(Professor Miro Costa July, 2005)

Eligibility for Internships in The Department of Finance and Economics

Undergraduate:

BBA-Finance

- Open to admitted degree-seeking students only
- Must have completed 15 units in finance, including FI 100, FI 120, Econ 103 and two FI/Econ electives
- Minimum GPA of 3.0, and 3.0 GPA for all finance/economics courses.
- “On-the-Job” internships are not permitted.

Graduate

M.S. Finance

- Open to admitted degree-seeking students only.
- Must have completed all Foundation (12 units) and Core requirements (15 units).
- Minimum GPA of 3.3 overall and 3.3 in the Core courses.
- “On-the-Job” internships are not permitted.

M.S. Financial Planning

- Open to admitted degree-seeking students only.
- Must have completed all Foundation requirements.
- Must have completed, with a minimum GPA of 3.3, FI 420 and at least two of the following courses: FI 421, FI 422, FI 425, FI 426, and FI 483.
- Minimum GPA of 3.3 overall.
- “On-the-Job” internships are not permitted.

MBA - Finance Concentration

- Open to admitted degree-seeking students only.
- Applicant must have completed all foundation courses and 12 units of the core, including FI 300A.
- Applicant must have completed six units of the concentration, including FI 300.
- Minimum GPA of 3.3, with a minimum GPA of 3.3 for all FI/Econ courses.
- “On-the-Job” internships are not permitted.

(Rev. 9/05) Professor Steven Hawkey

Internship Checklist (Domestic Students)

Fill in Target Date

My Graduation Date (month, year)

My Internship Start Date (month, year)

Internship “To Do” List

Fill in Target Dates

Prepare for Internship Search (at least 4 months before Internship Start Date)--

- Attend Internship Orientation or contact internship program manager
- Attend Resume Workshop, if needed
- Draft Resume and Cover Letter
- Resume and Cover Letter reviewed by Career Services
- Attend Interviewing Workshop, if needed
- **Confirm Academic Eligibility Requirements are met (see below)**
- Discuss internship plans with faculty advisor

Start Internship Search (2-3 months before Internship Start Date)--

- Network with professors, classmates, other contacts
- Search GGU Careers internship listings
- Search online job boards: craigslist.org, monstertrak.com, industry specific sites
- Search company websites (SF Business Times Book of Lists)

Internship Found--

- Obtain Employer Letter
- Internship Registration Form signed by Department Chair/Program Director
- Internship Registration Form signed and registration performed by Career Services
- Obtain internship course assignment from Faculty Internship Supervisor

Perform Internship--

- Submit internship course assignments to Faculty Internship Supervisor
- Submit Student Internship Evaluation (provided by Career Services)
- Confirm employer submission of Supervisor Evaluation Form (from Career Services)

Internship Completed--

- Faculty Internship Supervisor assigns grade for internship course

Academic Eligibility: **Internships will not be approved unless academic eligibility requirements are met

Undergraduate

1. Fully Admitted _____
2. Completed at least 60 units _____
3. Completed at least 12 units at GGU with a 2.5 GPA or above. _____
4. Completed major subject area requirements _____
5. Meets departmental guidelines _____

Graduate

1. Fully Admitted _____
2. Completed at least 9 graduate units at GGU _____
3. Completed graduate proficiency & foundation requirements, if any _____
4. GPA - 3.0 or above _____
5. Meets departmental guidelines _____

Internship Checklist (International Students)

Fill in Target Date

My Graduation Date (month, year)

My Internship Start Date (month, year)

Internship “To Do” List

Fill in Target Dates

Prepare for Internship Search (at least 4 months before Internship Start Date)--

- Attend Internship Orientation or contact internship program manager
- Attend Resume Workshop
- Draft Resume and Cover Letter
- Resume and Cover Letter reviewed by Career Services
- Attend Interviewing Workshop
- **Confirm Academic Eligibility Requirements are met (see below)**
- **Confirm Eligibility for Paid Internship (See handout “Applying for Curricular Practical Training (CPT)”)**
- Discuss internship plans with faculty advisor and international advisor

Academic Eligibility: **Internships will not be approved unless academic eligibility requirements are met

<u>Undergraduate</u>	_____	<u>Graduate</u>	_____
1. Fully Admitted	_____	1. Fully Admitted	_____
2. Completed at least <u>60 units</u>	_____	2. Completed at least <u>9 graduate units</u> at GGU	_____
3. Completed at least 12 units at GGU with a 2.5 GPA or above.	_____	3. Completed graduate proficiency & foundation requirements, if any	_____
4. Completed major subject area requirements	_____	4. GPA - 3.0 or above	_____
5. Meets departmental guidelines	_____	5. Meets departmental guidelines	_____

Fill in Target Dates

Start Internship Search (2-3 months before Internship Start Date)--

- Network with professors, classmates, other contacts
- Search GGU Careers internship listings
- Search online job boards: craigslist.org, monstertrak.com, industry specific sites
- Search company websites (SF Business Times Book of Lists)

Internship Found--

If Internship is Unpaid:

- Obtain Employer Letter
- Internship Registration Form signed by Department Chair/Program Director
- Internship Registration Form signed by International Advisor
- Internship Registration Form signed and registration performed by Career Services
- Obtain internship course assignment from Faculty Internship Supervisor

Cont'd on back

Internship Checklist (International Students)—Cont'd

Fill in Target Dates	<u>If Internship is Paid (See handout “Applying for Curricular Practical Training (CPT)”</u>
<hr/>	<ul style="list-style-type: none">▪ Obtain Employer Letter (see format in CPT handout)
<hr/>	<ul style="list-style-type: none">▪ Internship Registration Form signed by Department Chair
<hr/>	<ul style="list-style-type: none">▪ Letter provided by Department Chair (format in CPT handout)
<hr/>	<ul style="list-style-type: none">▪ New I-20 issued by International Advisor
<hr/>	<ul style="list-style-type: none">▪ Internship Registration Form signed by International Advisor
<hr/>	<ul style="list-style-type: none">▪ Internship Registration Form signed and registration performed by Career Services
<hr/>	<ul style="list-style-type: none">▪ Obtain internship course assignment from Faculty Internship Supervisor
<hr/>	Perform Internship--
<hr/>	<ul style="list-style-type: none">▪ Submit internship course assignments to Faculty Internship Supervisor
<hr/>	<ul style="list-style-type: none">▪ Submit Student Internship Evaluation Form (provided by Career Services)
<hr/>	<ul style="list-style-type: none">▪ Confirm employer submission of Supervisor Evaluation Form (from Career Services)
<hr/>	Internship Completed--
<hr/>	<ul style="list-style-type: none">▪ Faculty Internship Supervisor assigns grade for internship course

GOLDEN GATE UNIVERSITY

(Please print clearly)

INTERNSHIP COURSE REGISTRATION FORM

STUDENT TO COMPLETE:**INTERNSHIPS WILL NOT BE APPROVED UNLESS ELIGIBILITY REQUIREMENTS (BELOW) ARE MET******

Term: _____ Degree Program: _____ Campus Location: _____
 Student 's Name: _____ ID #: _____
 Mailing Address: _____
 Telephone No: _____ Email Address: _____
 Internship Beginning Date: _____ Ending Date: _____

EMPLOYER INFORMATION:

Company: _____ Employer Supervisor: _____
 Mailing address: _____
 Supervisor's email address: _____ Phone #: _____
 Internship is: _____ PAID _____ UNPAID
Internship was found through:
 _____ GGU Careers Online Listing _____ Non-GGU Listing
 _____ Personal Contact _____ Current Job (value-added workplace internship)
 _____ Other--Please Specify _____

PAYMENT OPTIONS: *Additional forms required except for Payment in Full

_____ Payment in Full _____ Employee Reimbursement Plan _____ Installment Payment Plan
 _____ Corporate Direct Billing Plan _____ Tuition Remission (GGU Emp. only) _____ Financial Aid

DEPARTMENT CHAIR / PROGRAM DIRECTOR TO COMPLETE:

COURSE INFORMATION:

Course level: _____ Graduate _____ Undergraduate
 Course Department and #: _____ Units: _____ Section # (if known): _____
 Department Chair / Program Director: _____
 Designated Faculty Internship Supervisor (if not Dept. Chair / Program Director): _____

ACADEMIC ELIGIBILITY: (Internships will not be approved unless academic eligibility requirements are met)

<p><u>Undergraduate</u> <input type="checkbox"/></p> <p>1. Fully Admitted _____</p> <p>2. Completed at least <u>60 units</u> _____</p> <p>3. Completed at least 12 units at GGU with a 2.5 GPA or above. _____</p> <p>4. Completed major subject area requirements _____</p> <p>5. Meets departmental guidelines _____</p> <p>Comments: _____</p>	<p><u>Graduate</u> <input type="checkbox"/></p> <p>1. Fully Admitted _____</p> <p>2. Completed at least <u>9 graduate units</u> at GGU _____</p> <p>3. Completed graduate proficiency & foundation requirements, if any _____</p> <p>4. GPA - 3.0 or above _____</p> <p>5. Meets departmental guidelines _____</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

APPROVAL SIGNATURES (must be signed in order shown):

Department Chair / Program Director: _____ Date: _____
 International Student Advisor (required for F1/J1 visa holders): _____ Date: _____
 University Career/Internship Services: _____ Date: _____
 Student Signature: _____ Date: _____