Internships

The Internship Program at Golden Gate University integrates students' academic and career interests with work experience. The objectives of the program are to provide students with opportunities to apply academic theory in their major to the work world by gaining relevant field experience, earn academic credit toward degree requirements, and further their career and professional growth. Internships may be either paid or unpaid.

Internships are structured learning experiences that allow students to work while attending the university. Units earned may be applied to fulfill degree requirements; students may complete one academic internship per degree program. Refer to the appropriate catalog sections for further detail. Office of Career Planning staff members, deans, department chairs and faculty are available to help them identify internship opportunities that match their academic program and career interests. Students can learn more about the Internship Program and how to prepare for, locate, and register for an internship by accessing the online internship orientation through The Office of Career Planning website www.GGUCareers.com or by contacting the internship program manager at the Office of Career Planning. All internship course registrations must be approved by the department chair or the designated faculty internship supervisor, and for international students with a student or scholar visa, an international student advisor.

Academic Credit

• Three units = 11-12 hours (minimum) per week for 16 weeks (180 minimum total hours; weekly hours are flexible).

• Two units = 7-8 hours per week for 16 weeks (120 minimum total hours; weekly hours are flexible).

• One unit = 3-4 hours per week for 16 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 sections of this catalog should be consulted.
Internship Grading Criteria

The schools and departments will determine the criteria used for grading. The department chairs or the designated faculty internship supervisor will provide students with their internship assignments and inform them of the grading criteria when they receive approval for the internship.

Internship Eligibility Requirements for Undergraduate Degree Students

• Must have accumulated at least 60 units.
• Must have successfully completed at least 12 units at Golden Gate with a 2.50 GGU GPA or higher.
• Must have completed major subject area requirements.
• Must be fully — 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. Consult the Internship Program handout, available from the Office of Career Planning, for departmental guidelines for specific programs.

Internship Eligibility Requirements for Graduate Degree Students

• Must have successfully completed at least nine graduate units at Golden Gate University.
• Must be in good standing.
• Must have completed degree graduate proficiency and foundation program requirements. Since individual degree programs have exceptions, the appropriate catalog sections should be consulted.
• Must be fully — not provisionally or conditionally — admitted.
• Must meet departmental guidelines for qualifications for the internship. Consult the Internship Program handout, available from the Office of Career Planning, for departmental guidelines for specific programs.

Internship 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.
Internship Eligibility Requirements for International Students

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. Any activity performed by an international student or visitor for which the student or visitor receives any type of pay, remuneration, compensation, bonus or gift may be considered as employment under the regulations. Examples of compensation include, but are not limited to, the receipt of any type of benefit to the student such as money, meals, lodging and gifts of any type.

Students residing in the United States under any type of nonimmigrant 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 the student must be present in the US before being eligible for an internship
• The relationship between the degree level, major, concentration or field of study and the internship field
• The number of hours the student may be employed each week
• The number of credit hours the student must be enrolled — in addition to the internship credit hours
• The length of time permissible for each internship period

International students should consult the resources provided by International Admissions and Advising Services to determine their eligibility and to obtain detailed information concerning immigration regulations for the Internship Program.

Job/Internship Listing Services

Students can access up-to-date listings online for full-time, part-time and internship career positions in a variety of industries by signing up for a free account on GGUCareers.com, the website for the Office of Career Planning.