



Golden Gate University Internship Program

Did you know that GGU allows students to do for-credit internships in most programs and that many students take advantage of this opportunity? Not only do our students benefit by gaining “hands-on” experience in their major, but our internship employers receive valuable assistance with projects. Interns contribute cutting edge skills, motivation and new ideas to the internship, while gaining valuable experience in their career fields. Internships are mutually beneficial for both the student and employer.

Students come well prepared for entry level and management internship positions in these majors:

Accounting (BS, MAC, MBA)	Integrated Marketing Communications (MS)
Finance (BBA, MS, MBA)	International Business (BBA, MBA)
Financial Planning (MS)	Management (BBA, MBA)
Human Resource Management (BBA, MS, MBA)	Marketing (BBA, MS, MBA)
Industrial/Organizational Psychology (MA)	Operations and Supply Chain Management (BBA, MBA)
Information Technology Management (BS, MS, MBA)	Taxation (MS)

To be eligible for academic credit, an internship must meet the following university guidelines:

- ◆ The internship consists of a minimum of 180 hours.
- ◆ Internship duties challenge the intern (often a graduate-level student) to apply knowledge and skills gained in the classroom. Giving the student ownership of a project from start to completion is often an effective way to structure the learning experience. Routine, clerical duties such as data entry or cold calling cannot exceed 20 percent of internship time.
- ◆ The internship includes regular supervision by a professional with knowledge and experience in the internship focus area. The supervisor is qualified to provide guidance and feedback to the intern and evaluate the intern’s performance.

Internships can be full time or part time and last up to 16 weeks. Work terms typically begin the second week of September, January and May. However, students can begin the internship at any time during the trimester to accommodate employer needs. Employer responsibilities are limited:

- ◆ Provide GGU student with a detailed description of the internship on company letterhead signed by the employer.
- ◆ Provide regular guidance and supervision by a professional with expertise in the field.
- ◆ Evaluate the intern at the end of the internship using our short evaluation form.

To post an internship, go to www.ggucareers.com and log in of register for an account. Students will send their resumes directly to you for review. The final hiring decision is yours.

For additional information regarding the Internship Program, contact Kayla Krupnick at 415-442-7228 or kkrupnick@ggu.edu.

Golden Gate University Internship Program—Posting Tips

To post an internship, go to www.ggucareers.com and login or register

Golden Gate University allows students to register for elective, academic “for credit” internships to enhance their academic experience.

Employers benefit when a student is taking an internship “for credit”:

- The student is committed to performing excellent work and completing the internship.
- Students typically seek an internship at the end of their program, so they are equipped with significant skills. Since over 70% of our students are graduate students, they often come with graduate level skills.
- Internships that are designated “for credit” attract students, because they have met GGU requirements as challenging, well supervised learning experiences.

Your duties as an internship employer are to:

- Design a challenging work experience that allows the intern to apply the knowledge and skills being learned in the classroom.
- Provide the student a written confirmation of internship with a detailed description of the internship duties and start and end dates, on company letterhead, signed by the employer.
- Provide regular guidance and feedback to the intern by a supervisor with professional level expertise in the field.
- Evaluate the intern at the end of the internship using our short evaluation form.

Internship Fast Facts

- **Paid/Unpaid**--Although internships can be unpaid, we encourage providing compensation as our interns often bring significant business / technology skills to their internships and are capable of performing at entry-level or above (suggested compensation—80% of entry -level).
- **Full-Time/Part-Time**—Internships are usually part-time, though full-time internships can be offered.
- **Total Internship Hours**--Interns are required to perform a **minimum** of 180 hours in order to obtain 3 units of academic credit. Spread over a 16 week term, this would amount to 12 hours per week.
- **Duration**—A typical internship lasts 16 weeks (the length of an academic term).
- **Start Date**—Though it is best to match internship start dates with the beginning of the academic terms (September, January, May), internships can begin mid-term.

Posting Tips

Employers can require that internships be registered “for credit” or make registration optional.

- To require that the student register for internship credit, select “Internship (For Credit)” under Career Level on the online listing form.
- To allow students to decide whether or not to register for internship credit, select both “Internship (For Credit)” and “Internship (Not For Credit)” on the online listing form.

Key Requirements for Qualifying an Internship for Credit

- **Challenging Internship Duties**--Internship duties should be described in detail. Duties must challenge the intern (often a graduate level student) to apply knowledge and skills gained in the classroom. Giving the student ownership of a project from start to completion is often an effective way to structure the learning experience. Routine, clerical duties or cold calling cannot exceed 20% of internship time. Internships that are not sufficiently challenging cannot be posted for credit, but can be listed as “Not For Credit.”
- **Qualified Supervision**--The supervisor must have sufficient knowledge and experience in the internship area (for example, marketing, human resources, business planning, technology, etc) to provide guidance and feedback to the intern and to evaluate the intern’s performance. Describe the internship supervisor’s qualifications in the Job Description on the online listing form. Internships that do not offer supervision by a qualified supervisor cannot be posted “for credit,” but can be listed as “Not for Credit.”

Questions? Contact Kayla Krupnick, Assistant Director, Office of Career Planning at 415-442-7228 or kkrupnick@ggu.edu.