

# The Internship Program

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To learn about our Internship Program:

Attend the Online Internship Orientation, it can be accessed 24/7:

### Online Internship Orientation

log in to CyberCampus (<http://ggucybercampus.org>)

Username: ggucareers                      password: online

Click on "CSOWCareer Services Online Workshops"

Contact Kayla Krupnick, Office of Career Planning, at  
415-442-7228 or email [kkrupnick@ggu.edu](mailto:kkrupnick@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** programs should consult their program handbook for internship information and forms. All internship questions should be directed to the School of Taxation.

Students in the **Accounting** programs should consult the School of Accounting for information and forms. All internship questions should be directed to the office of the Dean of the School of Accounting.

## 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 & Marketing departments have 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 Finance, Marketing, 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 8<sup>th</sup> 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 = 11-12 hours (minimum) per week for 16 weeks (**180 minimum total hours**; weekly hours are **flexible**).
- 2 units = 7-8 hours per week for 16 weeks (**120 minimum total hours**; weekly hours are **flexible**).
- 1 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 *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](http://www.ggucareers.com) (Resumes/Documents)
- **Online Resources:**  
Login to [www.ggucareers.com](http://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](http://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](http://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](http://www.ggucareers.com) (Online Resources/Professional Associations) or ask your professors.

### **3. GGU Careers**

- **Login to [www.ggucareers.com](http://www.ggucareers.com)**  
Login to your account at [www.ggucareers.com](http://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](http://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](http://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](http://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 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. *Please contact Kayla Krupnick at 415-442-7228 or [kkrupnick@ggu.edu](mailto:kkrupnick@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](http://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](http://www.ggucareers.com) or call 415-442-7299 or e-mail [careers@ggu.edu](mailto:careers@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**

**IMPORTANT NOTE: Do not accept an internship offer with an employer until you get approval from your academic department. Do not accept an internship offer unless you are sure you can commit to fulfilling the entire internship. Students are not permitted to change internship sites after committing to 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 it 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 (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 THE OFFICE OF CAREER PLANNING

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

### STEP # 10 REGISTER FOR THE INTERNSHIP COURSE

Registration will be provided by the Office of Career Planning. **DO NOT ATTEMPT TO REGISTER YOURSELF ONLINE OR AT THE REGISTRATION OFFICE!** Students who register themselves for an internship without following the steps outlined above will be dropped from the internship course!

## **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 Kayla Krupnick,, the Internship Program manager, are available to assist you during your internship.*

## **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)

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## **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.

# Internship Checklist (Domestic Students)

Fill in Target Date

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My Graduation Date (month, year)

My Internship Start Date (month, year)

## Internship “To Do” List

Fill in Target Dates

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**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 the Office of Career Planning
- 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 Office of Career Planning
- Obtain internship course assignment from Faculty Internship Supervisor

**Perform Internship--**

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

**Internship Completed--**

- Faculty Internship Supervisor assigns grade for internship course

**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 _____

# Internship Checklist (International Students)

Fill in Target Date

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My Graduation Date (month, year)

My Internship Start Date (month, year)

## Internship “To Do” List

Fill in Target Dates

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**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 Office of Career Planning
- 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

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**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 Office of Career Planning
- Obtain internship course assignment from Faculty Internship Supervisor

**Cont'd on back**



TO OBTAIN THE INTERNSHIP REGISTRATION FORM,  
YOU MUST COMPLETE AN INTERNSHIP ORIENTATION ONLINE.

SEE FRONT COVER OF THIS HANDOUT FOR DETAILS.

QUESTIONS?

Contact Kayla Krupnick at [kkrupnick@ggu.edu](mailto:kkrupnick@ggu.edu)