



COB INTERNSHIP PROCESS (For Academic Credit)

1. **Determine Your Eligibility:**
 - a. Enrolled in a College of Business program or minor.
 - b. Concurrent enrollment for the internship term is limited to no more than 12 credit hours.
 - c. Minimum GPA = 2.5 or higher for undergraduate students. Please note that many companies only consider applicants with GPA's of 3.0 or higher.
2. **Be Ready to Apply for an Internship** - Contact the Office of Career Services to have a cover letter and resume reviewed (<http://www.govst.edu/career> 708-235-3974).
3. **Arrange an internship with an employer.** Internships are arranged between the student and the employer. Although some employers may hold campus interviews, students must schedule other internship interviews between the student and employer. The internship must allow for a minimum of 120 work hours in order to receive 3 hours of academic credit.
4. **Complete the internship application form** including making arrangements with the internship site supervisor to sign off and provide a description of internship duties.
5. **Make arrangements with a GSU College of Business faculty member** to serve as faculty supervisor.
6. **Attach a typed statement of your learning objectives and goals.**
7. **Submit Application to your academic advisor by the appropriate due date.**

Applications received after the posted date may not be accepted

 - *Fall Internships- Submit Application by **August 1***
 - *Spring Internships- Submit Application by **December 1***
 - *Summer Internships- Submit Application by **April 1***

COB INTERNSHIP APPLICATION

This form is intended to document the internship position requirements and learning outcomes for students seeking to receive academic credit for an internship. It also serves as a contract between the student and faculty member.

To be completed by the student and approved/signed by both the sponsoring faculty member and the on-site supervisor of the internship site.

Please fill in all areas completely and obtain the required signatures prior to submission.

To be completed by the Student

Student ID#	
Student Name	
Student Full Address	
Email & Phone#	
Email	



Degree program & minor	
Faculty Supervisor Name	
Faculty Supervisor Email & Phone#	
Internship Site Organization Name	
Internship Site Organization Address	
Internship Site Supervisor Name and Title	
Internship Site Supervisor Email and Phone #	
Internship Start date and term	
Hours to work per week across how many weeks?	
How many total hours will be completed across the duration of the internship?	
Is it a paid or unpaid internship?	
Please indicate pay/hour (if applicable)	

POSITION DESCRIPTION

Please attach a brief typed description of the proposed internship and duties on company letterhead

1. Company/Organization description: in brief, its line of business, product, service, annual revenue and number of employees etc.
2. Internship description including primary duties, responsibilities, and special projects you will be working on.
3. Benefits for the student: what skills you expect to gain or specific processes you will master?
4. Skills: what skills or knowledge are required?



Signatures

Student Signature

I agree to the terms of the internship, and I will be in regular contact with the faculty supervisor.

**Internship Site Supervisor Signature
and Date**

I have reviewed the attached internship work description. I agree that it accurately describes the internship work experience. I will contact the faculty supervisor to address any concerns that may arise.

Faculty Supervisor Signature and Date

I have reviewed the attached internship work description. I agree that it adequately supports the goals and objectives of the program.

Once the above sections have been completed and signed please submit to your advisor.

To be completed by Advisor and Division Chair:	
Degree/Program	
Cumulative GPA	
Expected Graduate Date	
Hours Completed	
Term Internship Desired	
Total Credit Hours Planned for the Internship Term	
Student is eligible for internship for academic credit (Yes or No)	
Advisor Signature & Date	
Division Chair Signature & Date	
Course Section #	

College of Business



Internship Site Information

This form is intended to document the topic for students registering for an internship used for credit toward a degree program and it serves as a contract between the student and faculty member.

To be completed by the student and approved/signed by both the sponsoring faculty member and the on-site supervisor of the internship site.

Please fill in all areas completely and obtain the required signatures prior to submission.

1. STUDENT CONTACT INFORMATION

Name _____

Email Address _____ Phone # _____

Address/City/State/Zip _____

Degree/Program of
Study _____

Internship Start and End Dates _____

2. HOST SITE INFORMATION

Organization _____

Address/City/State/Zip _____

Supervisor(s) _____

Title _____

Email Address _____ Phone # _____

3. FACULTY SPONSOR



Faculty Member

Email Address _____ Phone # _____

4. POSITION DESCRIPTION

Please attach a brief typed description of the proposed internship and duties on company letterhead

1. Company/Organization description: in brief, its line of business, product, service, annual revenue and number of employees etc..
2. Internship description including primary duties, responsibilities, and special projects you will be working on.
3. Benefits for the student: what skills you expect to gain or specific processes you will master?
4. Skills: what skills or knowledge are required?

5. TERMS OF INTERNSHIP

Hours you will work per week? _____ Over how many weeks? _____
Is the internship: Unpaid _____ Paid _____ if paid,
please indicate wage/hr _____

Student Signature

_____ ***Date*** _____

I have reviewed the attached internship work description. I agree that it accurately describes the internship work experience.

On-Site Supervisor Signature

_____ ***Date*** _____

I have reviewed the attached internship work description. I agree that it adequately supports the goals and objectives of the program.

Faculty Sponsor Signature

_____ ***Date*** _____



Check List:

- _____ Completed Internship Application and Site Information Document with all required signatures
- _____ Position Description on company letterhead (#4)
- _____ Statement of learning objectives and goals
- _____ Resume reviewed by Career Services or COB Faculty Member
- _____ Cover letter reviewed by Career Services or COB Faculty Member
- _____ Eligibility confirmed by your Academic Advisor

REMINDER: Internships Steps and Deadlines (for course credit)

STEP 1. Verify Eligibility - To be eligible a student must:

- 1) Have appropriate academic background.
- 2) Have arranged with a COB faculty member to serve as your supervisor of the Internship.
- 3) Obtained all necessary signatures (academic advisor, faculty coordinator, division chair, and internship employer supervisor).
- 4) Limit concurrent enrollment to no more than 12 hours.



- 5) Have a cumulative GPA of 3.0 or higher for graduate students or 2.5 for undergraduate students
- 6) Make arrangements with internship site including a description of duties.
(Description must be attached on company letterhead).
- 7) Attach a typed statement of your learning objectives and goals, resume and cover letter.

STEP 2. Be prepared to apply for an internship. Contact the Office of Career Services to have a cover letter and resume reviewed (<http://www.govst.edu/career> 708-235-3974).

STEP 3. Arrange an internship with an employer. Internships are arranged between the student and the employer. Although some employers may hold campus interviews, students must schedule other internship interviews between the student and employer. The internship must allow for a minimum of 120 work hours in order to receive 3 hours of academic credit.

STEP 4. Complete the internship application and Site Information form including making arrangements with the internship site supervisor to sign off and provide a description of internship position and duties.

STEP 5. Make arrangements with a GSU College of Business faculty member to serve as faculty supervisor. Provide all required documentation, including a copy of your resume and cover letter with the completed Application Request form with signatures.

STEP 6. Attach a typed statement of your learning objectives and goals and include a copy of your resume and cover letter.

STEP 7. Submit Application and required documents to your academic advisor by the appropriate due date. Applications received after the posted date may not be accepted

- Fall Internships- Submit Application by **August 1**
- Spring Internships- Submit Application by **December 1**
- Summer Internships- Submit Application by **April 1**

Undergraduate Business Advisors

Terrance Felker (Undergraduate - Business Administration; Economics)

Email: tfelker@govst.edu

Phone: 708-534-4569

Office Location: C3395

Lisa Helm (Undergraduate - Business and Applied Science; Manufacturing Management)

Email: lhendrickson@govst.edu

Phone: 708-534-8043

Office Location: C3385



Paula McMullen (Undergraduate – Accounting)

Email: plevickas@govst.edu

Phone: 708-235-2221

Office Location: C3398

Graduate Business Advisor

Jennifer Taylor (MBA, MSA, MSMIS)

Email: jtaylor@govst.edu

Phone: 708-534-4931

Office Location: G278

Office Hours: Monday: 11 am to 7:30 pm

Tuesday - Friday: 8:30 am to 5 pm

STEP 8. Your Division Chair must also sign and approve your application packet. Provide all required documentation and signatures for this final step.

Dr. David Green AFME Division Chair; Accounting, Finance, MIS, and Economics

708-534-4967

OFFICE G298

dgreen@govst.edu

Dr. Olu Ijose MME Division Chair; Management, Marketing, and Entrepreneurship

708-534-4932

OFFICE G297

oijose@govst.edu