

Student Internship Program Guidelines

for students who have arranged their own internship opportunity

The following are some guidelines to be followed by students when participating in the internship program who have already arranged their internship location.

1. Student Internship Procedures must be followed (See Checklist below)
2. If a student is participating in an internship for course credit, student is expected to follow course credit requirements and maintain communication as needed with their faculty internship contact. Proposal deadlines for course credit differ by department, please contact appropriate personnel.
3. Student may contact Internship Coordinator at any time during internship to discuss any matters regarding their internship.
4. It is up to the discretion of the department whether a student may receive internship course credit for a job they are already doing.
5. Students must provide their own transportation to internships.
6. While participating in internships, interns are expected to follow company rules, dress appropriately, be professional and ethical and be a respected representative of the Gordon Ford College of Business.
7. Students are expected to fully participate in their internship experience. Internships are not a time to study, use social media, text/call/email friends, etc.

Internship Interest Application Dates

Students enrolled in the “Internship Interest Database” will be the first to know about posted internship opportunities! Submit your application today!

Fall internship recruitment begins May 1st and ends June 15th.

Spring internship recruitment begins October 1st and ends November 15th.

Summer internship recruitment begins February 1st and ends March 15th.

Internship Checklist	Internship for Credit	Internship Not for Credit
Read & Understand Internship Guidelines	✓	✓
Submit Internship Interest Application	✓	✓
Meet with Faculty Contact regarding Course Credit Requirements	✓	
Submit Employer Agreement Form	✓	✓
Submit Student Survey upon Completion of Internship	✓	✓
Submit required information to Faculty Contact for Course Credit	✓	
Submit Employer Survey upon Completion of Internship	✓	✓

Disclaimer:

The Gordon Ford College of Business makes no guarantee about internship positions and are not responsible for safety, wages, working conditions or other characteristics of employment. If the student is obtaining his/her own internship location, it is their obligation to research the integrity of the organization(s) to which he/she is applying and confirm the specific information pertaining to the internship posting. Internship seekers should exercise due diligence and use caution when applying for or accepting any position. Submitting an internship application does not ensure an internship, but instead provides an occasion to discuss internship opportunities.