

Student Internship Program Guidelines

for students looking for an internship opportunity

The following are some guidelines to be followed by students when participating in the internship program without an internship location pre arranged.

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. Students must provide their own transportation to internships.
5. 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.
6. 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.

Students enrolled in the “Internship Interest Database” will be the first to know about posted internship opportunities! Submit your application today via www.wku.edu/business/internships!

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	✓	
Visit Career Link & search available job opportunities	✓	✓
Meet with Internship Coordinator to discuss job opportunities	Optional	Optional
Meet with Professional Development Specialist to review resume and request a mock interview	Optional	Optional
Apply for Internship	✓	✓
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.