

# Internship Program Guidelines

**Students participating in Winthrop University's College of Business Administration Internship program are required to:**

- Be actively enrolled as a Junior, Senior or Graduate student in a degree program in the College of Business Administration.
- Maintain minimum cumulative GPA requirements: 2.5 for most undergraduate programs, 2.75 for undergraduate Accounting, 3.0 for graduate students.
- Complete course requirements prior to internship placement.
- Perform all tasks assigned to the best of their ability, meet all standards and conditions of employment, and abide by the work schedule established by the employer.
- Maintain strict confidentiality of all employer proprietary information.
- Keep internship course instructor informed of any changes in supervision, duties, or special situations that may occur during work experience.
- Work a minimum of 150 hours over the semester; graduate students work 200 hours.
- Attend required meetings of internship class.
- Maintain and submit for evaluation a detailed journal of work experiences and achievements.
- Submit a final written evaluation of the work experience.
- Submit a final paper summarizing the educational benefits and managerial focus of the internship experience; graduate students to submit a written management project of the industry, profession, and/or business function.
- Submit a resume as part of the application for internship.
- Attend orientation session for interns.
- Remain in assigned work experience position for the duration of the assignment.

\*Note

- Students receiving financial aid should contact the Financial Aid Office regarding how accepting a paid internship position will affect their financial aid.
- International students must receive employment authorization from the office of International-Intercultural Student Services before beginning paid employment.

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**PERMISSION TO DISTRIBUTE INFORMATION: I grant permission to the Internship program coordinator to submit my resume and other relevant documents to prospective employers with the intentions of an internship position. Employer requests for official transcripts are made through the internship program and/or directly to me, whereupon it will be my responsibility to provide transcripts. All referrals of information will be made in accordance with the policies of the Confidentiality of Student Records and the Privacy Act of 1974.**

**LIKLIHOOD OF EMPLOYMENT: I understand that applying for an internship does not guarantee me a position.**

**AGREEMENT: I agree to comply with the terms and conditions of the College of Business Administration Internship Program and to meet all requirements set forth by the employer and the faculty supervisor. In addition, I will not terminate my employment early without the written consent of the course instructor and chair of the department or college dean.**

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Student Signature

Date

This student meets academic standards of the internship program and therefore has my approval to participate.

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Internship coordinator or Course Instructor Signature

Date

**Student Intern Application**  
**College of Business Administration**  
**Winthrop University**

Name \_\_\_\_\_

Local Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Local Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Permanent Address \_\_\_\_\_  
(if different from local)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Telephone Number \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Student ID Number \_\_\_\_\_ Major/Minor/Option \_\_\_\_\_

GPA \_\_\_\_\_ Hours Completed in Major \_\_\_\_\_ Total Hours Completed \_\_\_\_\_

Semester Applying:       Spring                       Summer                       Fall

Availability (No. of hours per week) \_\_\_\_\_ Faculty Advisor \_\_\_\_\_

1. What type of work experience are you seeking? Be specific.

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\_\_\_\_\_

\_\_\_\_\_

2. In what field? Industry? \_\_\_\_\_

3. List any coursework, special skills or training that would benefit a prospective employer.

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\_\_\_\_\_

\_\_\_\_\_

4. Are you willing to accept an unpaid internship?       Yes                       No

5. Do you have dependable transportation?       Yes                       No

6. Do you have a preference as to the location of internship?       Yes                       No

In what area (location) would you be most interested?       Rock Hill       South Charlotte

Charlotte Metro                       Greenville-Spartanburg       Other

7. Do you require special on-the-job accommodations? Describe. \_\_\_\_\_

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