

Internships for Credit for Undergraduate students

Overview:

Internship is a practical experience that relates to student's major and career goals. It enhances a student's academic and career development. Internship allows you to work alongside a professional in your chosen area, explore your career field, gain industry experience, and decide if this is the right career field for you. Each internship request will be evaluated to ensure that the work is related to the program the student is pursuing and not just for any employment purposes. Internship lasts a full semester (16 weeks in fall and spring semester) and (10 weeks in summer semester). Discuss with your academic adviser how to secure an internship opportunity that is a best fit for you and your career goals.

To be eligible for the College of Business and Information Technology Internship for Credit program:

- You must be a BSBA, BSIT or BSBDA student
- Must have completed at least one year at LTU
- Cumulative GPA must be 2.0 or better
- Student is required to work for an employer outside of academic setting
- You can earn up to six internship credits; however, you cannot enroll in both internship courses in the same semester
- Must consult with an academic adviser
- Must receive approval from faculty adviser

How to Get Started:

- Prepare your resume; reach out to the Office of Career Services (LTUOCS@ltu.edu) to review your resume and to provide you with feedback
- Open an account in Handshake and post your resume
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- Once you receive an offer, reach out to your academic adviser to start the registration process; semester start and end dates apply to internship courses too
- Must submit offer letter on company letterhead that includes job title, detailed job description, number of hours of work per week, physical place of employment (address), name and contact information of HR or direct supervisor
- Obtain signature/approval from faculty adviser

Internship courses at College of Business and Information Technology (CoBIT) are supervised by a faculty member. Designated internship courses are MGT 3053 Business Internship I and MGT 4053 Business Internship 2. Students can enroll in fall, spring or summer. Internships can be paid or unpaid and can be taken full time or part time.

Credits and Tuition:

Students can take internships for credits. To receive 3 credits, a student must work at least 120 hours. Internship credits can be applied towards core or elective classes.

Course Requirements:

Your faculty adviser will provide you the syllabus after you register for the class that provides information on the course requirements. A letter grade will be assigned by the faculty adviser after successful completion of the internship and submission of all deliverables listed in the syllabus. Failure to complete an internship and required submissions will result in an incomplete or failing grade.

Confidentiality:

Student must respect the confidentiality agreement with the employer and refrain from discussing it with others nor they should remove any documents or items from work premises without company's permission.

Professionalism:

Students are expected to conduct themselves as professionals during the course of the internship. Please know that you represent LTU, and the intern's work ethic and workplace behavior reflects on the credibility of our university. Here is what expected of you:

- Adherence to the highest and most professional moral and ethical standards of Lawrence Technological University
- Appropriate professional attire
- Punctuality: adhere to set work hours as agreed upon with supervisor
- Courteous behavior
- Consistent communication with faculty supervisor and internship supervisor
- Appropriate use of office space and office equipment
- Commit entirely to your assigned work during internship hours; no homework or cell phone use during work hours

Other Helpful Tips:

- Adhere to the syllabus deliverables, ensuring to keep a log of your hours and tasks for each day

- Stay organized; keep a to do list of projects and deadlines to complete those on time; if you feel overwhelmed with multiple projects, discuss it with your supervisor on how to prioritize
- Start building your network by getting to know co-workers and supervisors
- Ask to shadow people who do jobs that interest you
- Ask to interview people who you look up to and can see yourself doing their job
- Identify one or two individuals including your direct supervisor who can write a letter of recommendation when you start applying for full-time positions

When the Internship is Complete:

- Write a thank-you note to your employer/supervisor and faculty adviser