

This document provides essential information for students in the School of Business, Arts & Sciences (BAS) about internship requirements, processes, and support services to ensure a successful internship experience.

### 1. What is an internship?

An internship is a professional learning experience that allows students to apply classroom knowledge in a real-world setting. It provides hands-on training, skill development, and networking opportunities in a field related to the student's major, under the supervision of a professional in the field.

### 2. Are internships required?

Internships are required for many programs in the School of BAS, and strongly recommended for all students to enhance learning and career readiness. Internships will be required for students in all programs in the School of BAS beginning with the class of 2028 and later.

### 3. How many hours must I complete for a BAS internship?

Students must complete a *minimum* of 126 hours over the course of a semester to earn 3 academic credits. Summer internships are expected to span *at least* 8 weeks, preferably 10-11 weeks.

### 4. What should I do if I find an internship opportunity on my own?

Gain approval of the opportunity as a legitimate internship eligible for credit by the Assistant Dean of the School of BAS. Coordinate with your Career Advisor in SCCD or Faculty Advisor to submit the opportunity for the Assistant Dean's review.

### 5. What forms do I need to submit to enroll in the internship course?

You need to submit all required forms, including the Application for Internship and Internship Waiver, to the Dean of BAS for approval. Once approved, you will be enrolled in the BAS Internship Course.

### 6. What support does the SCCD provide?

The SCCD offers career advising, instruction on professional document development, assistance with internship searches, and interview preparation and mock interviews.

### 7. Can international students participate in internships?

Yes. International students must consult their Designated School Official (DSO) to ensure compliance with visa requirements and complete all necessary authorizations, such as Curricular Practical Training (CPT).

### 8. Who evaluates my performance during the internship?

Your internship site supervisor will complete midterm and final evaluations using forms provided by the school.

### 9. What if I face challenges during my internship?

Communicate promptly with your internship supervisor and Faculty Advisor to address any concerns. They are there to support you and ensure a successful experience.

This document outlines the step-by-step process for students in the School of Business, Arts & Sciences (BAS) to prepare for, participate in, and successfully complete an internship.

## Pre-Internship:

- Meet Faculty Advisor: Discuss goals and requirements with Faculty Advisor
- Express Interest: Notify SCCD of interest by completing the [Internship Interest Form](#)
- Begin Training: Start working through Internship Training Portal (in Canvas)
- Create/Update Documents: Resume, cover letter, references, LinkedIn profile
- Meet Career Advisor: Review professional documents and explore interests
- Identify Opportunities: Search via Google, niche websites, JobX, LinkedIn, networking

## Application:

- Apply: Submit tailored applications to multiple opportunities
- Interview: Practice through mock interviews and attend scheduled interviews
- Secure Offer: Confirm internship details
- Complete Training: Complete the Forage “Getting Ready for the Workplace” modules

## Enrollment:

- Submit Forms: Application for Internship, Internship Waiver to Dean of BAS
- Enroll: Follow-up to ensure course enrollment

## During Internship:

- Initial Meeting: Develop learning outcomes with Faculty Advisor
- Track Hours: Maintain a log of completed hours and tasks
- Communicate: Attend regular meetings with site supervisor and provide updates to Faculty Advisor
- Get Feedback: Request formal evaluations midterm and at the end

## Post-Internship:

- Complete Evaluations: Ensure all evaluations are submitted
- Symposium: Attend BAS Internship Symposium
- Update: Add your experience and skills to your resume and LinkedIn profile
- Recommendations: Request a recommendation letter and LinkedIn endorsements from your site supervisor

**For questions or assistance, please contact the Saremi Center for Career Development at:**

 [Saremi.Center@aic.edu](mailto:Saremi.Center@aic.edu)  413-654-1411