

## College of Business 295: Academic Internships

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The College of Business (COB) will support academic internships for graduate students who would like to pursue an internship for academic credit (3.0 unit) and who follow the following guidelines. Please note these instructions only pertain to students who wish to receive academic credit.

- 1) First, make sure you are eligible to complete and receive academic credit for an academic internship by contacting your graduate program advisor at [mps@csus.edu](mailto:mps@csus.edu) to determine if you meet the requirements. *Students are eligible for the 295 Internship once they have completed six units of Program Requirement (core) and/or Concentration/Elective courses.*
- 2) To receive credits for an unpaid internship, it must be with a company/organization who has an existing site agreement on file with the University. You can check [this list](#) to see which companies/organizations have existing agreements on file. This is not required for paid internships.
- 3) If you would like to do an academic unpaid internship with a company that does not have a **site agreement** on file, you will need to request one. To initiate a request, you must contact Business Graduate Career Services (BGCS) office at [cbacareer@csus.edu](mailto:cbacareer@csus.edu). For Fall, the site agreement form must be submitted by BGCS on or before **May 1**. (Nov. 1 for Spring courses).
- 4) Faculty supervision will be done by the COB Department Chairs over the Fall/Spring semesters. You will need to identify the appropriate department chair based on the industry sector of the position you are seeking. Please review the [COB's list of Department Chairs](#).
- 5) The student (you) will schedule a meeting with the faculty chair in order to identify an appropriate faculty member to supervise your potential internship. You must have your Faculty Supervisor/ Department Chair agree to the job description and ensure it aligns with your educational and career goals.
- 6) Once your Faculty Supervisor has authorized your internship, complete your Student Internship Application, faculty recommendation (this can be any business faculty) form. Submit these to [cbacareer@csus.edu](mailto:cbacareer@csus.edu)) on or before **August 23**.

All items and steps must be completed by August 23rd. For international students; please check with [Global Programs](#) about making sure your dates of employment match with your academic session dates.