

COLLEGE OF BUSINESS ADMINISTRATION
OFFICE OF STUDENT ENGAGEMENT

CBA Academic Internships – Summer 2020

The CBA will support academic internships for 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 in the Business Major: Review the student [eligibility requirements](#) to make sure you meet the requirements.
2. To receive credit, your internship 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.
3. If you would like to do an academic internship with a company that does not have a [site agreement](#) on file, you will need to request one and this must be done by May 1
4. Faculty supervision will be done by the CBA Department Chairs over the summer 2020 session, and you will need to identify the appropriate individual based on your concentration and reach out to that Department chair:

Accountancy: Hugh Pforsich Ph.D.
pforsich@csus.edu

Finance, Insurance and Real Estate: Hao Lin Ph.D.
linh@csus.edu

Strategy & Entrepreneurship: Jai-Joon (Jay) Lee Ph.D.
jlee@csus.edu

Management & Organizations Department: Jessica Bagger Ph.D.
baggerj@csus.edu

Marketing & Supply Chain Management: Andrey Mikhailitchenko DBA
mikhaili@csus.edu

Information Systems and Business Analytics: Stanley Taylor Ph.D.
sataylor@csus.edu

5. You must have your Faculty Supervisor/ Department Chair agree to the job description, that it aligns with your concentration.
6. Complete and turn in to Sanitta Coey (coey@csus.edu) your [Student Internship Application](#), Resume, Unofficial transcript and [faculty recommendation](#) (this can be any business faculty) and you may use the form or simply obtain an email from the faculty member.
7. It is expected that you be allowed to work remotely during your summer internship.
All items and steps must be completed by May 18, as the summer session begins on May 26.
For international students, the summer session runs May 26- August 14; please check with Global Programs about making sure your dates of employment match with your academic session dates if summer enrollment is required.