GRBU-695 Graduate Business Internship

Getting Started:

1. **Utilize DuqCareerLink**, the Career Services online job board. Create a saved search reflecting your career interests to receive additional notices, and watch for internship and job announcements from DuqCareerLink in your email. Additional online internship databases are available on the Career Services web site.

2. **Identify companies** with which you would like to gain experience in your field of study. Explore company websites for internship opportunities, or consider sending letters of inquiry to companies for more information.

3. **Network** through student organizations, student chapters of professional associations, professors, networking events with alumni, and at job fairs for internship opportunities.

Prerequisite Requirements:

1. Minimum 3.0 overall QPA
2. Minimum of 12 credit hours completed (excluding MBA fundamental coursework), with a minimum of 6 of those credit hours completed in the Graduate School of Business
3. Approval of the Director of Student Services and Retention in the Graduate School of Business (Ms. Becky Ligman)
4. Sponsorship from a full-time faculty member in the Palumbo-Donahue School of Business
5. International students are also required to have approval from the Office of International Programs

Next Steps (after securing an internship position):

- ✓ **Discuss your course planning with Ms. Ligman** to determine the impact of an internship.
- ✓ **Complete the Internship Authorization Form** with Ms. Ligman. International students must also meet with Ms. Michele Janosko in the Office of International Programs to review and sign the form.
- ✓ **Find a Faculty Sponsor** in a field related to the work you will be performing in your internship. (It is your responsibility to find a full-time Palumbo-Donahue School of Business faculty sponsor.)
- ✓ **Obtain a job description** for your internship position.
  - o If you found the position on DuqCareerLink, simply provide the job title and company name and Career Services will print out the job description for you.
  - o If the position is self-found (i.e., you found it through a means other than Career Services), the employer must supply the Internship Coordinator with a detailed job description of your internship position, including contact information (name, address, etc.). **Note:** Internships are not approved for credit when family members supervise the student work nor in businesses owned by family members.
- ✓ **Make an appointment through Starfish with the Internship Coordinator** to submit your Authorization Form and job description and to obtain a Learning Contract and syllabus.
✓ **Complete the Learning Contract** by filling out your section; have your employer and faculty sponsor fill out their respective sections. Make sure you obtain all mandatory signatures!

✓ **Meet with Ms. Ligman to register for internship credit and then return the completed Learning Contract to Career Services by the deadline date.** **Note:** The deadline date cannot be extended.

*If you, your employer, or faculty sponsor have any questions along the way,*

*please contact the Career Services Center at 412-396-6644.*