

The objective of the internship program at the School of Business is to enable students to successfully enter whatever job market they choose, being fully equipped to perform to the best of their ability while portraying the humility, honor, and glory of God in all of their endeavors. In order to achieve this goal, the student and their internship supervisor will be asked to list several learning objectives to be performed throughout the duration of their internship.

The internship program is also designed to allow students the flexibility to choose how many credit hours they wish to receive. Students can earn anywhere from 1 to 6 credit hours depending on how many hours they work. For each 60 hour period a student works at their internship, they will receive 1 credit hour. In order for an internship class to be eligible for substitution, a student will have to work a minimum of 180 hours at their internship, giving them a total of 3 credit hours.

The following are the steps necessary for residential and online students to follow in order to complete an internship with the Liberty University School of Business:

STEP 1: Pick a company to internship with via LUNetwork or on your own. Career Center Advisors and professors will also be great contacts for internships.

STEP 2: Pick up Pre-Determination Internship Evaluation (PIE) form from the School of Business in DeMoss 1066, or print one out from the Internship website.

Step 3: Once you have filled out and returned your PIE form and have received an email approving you for an internship, you then fill out a Student Internship Agreement form (SIA). Once a student has interviewed for and been offered an internship, he or she will complete a Student Internship Agreement (SIA) form on which the student and intern supervisor will agree on the duties and learning objectives for which the intern will be responsible.

STEP 4: Schedule a meeting (in person or via phone) with Professor Wargo to receive the internship syllabus and review the course learning objectives listed in your SIA form.

STEP 5: Residential students must attend a school of business workshop on professional development which will be provided by the Career Center at different times throughout the semester.

STEP 6: BEGIN YOUR INTERNSHIP!