

**Q: Can my internship be paid?**

- ☐ No Business and Accounting
- ☒ Yes Computer Sciences
- ☒ Yes Sport, Event, & Tourism Management

**Q: How many work hours are required for my internship?**

ACCT 499	200 hours
BUSI 499	200 hours
CSIS 499	200 hours
SMGT/SETM 399	200 hours
SMGT/SETM 499	400 hours
SMGT 699	400 hours

**Q: Do the internship hours have to take place during the semester I am enrolled in the Internship Course?**

All internship hours must be earned within the time period you are enrolled in the course. By law, no hours worked prior to the start of the semester can be counted.

**Q: Am I required to enroll in the Internship Course before the semester begins?**

Yes, all students must be enrolled in their chosen Internship Course before the semester begins. As the Internship Course is just like any other course, the Registrar will not allow students to be added into the course once the semester begins. The Internship Coordinator will manually enroll you once your Internship Application has been approved.

**Q: How many credit hours is the Internship Course?**

The majority of undergraduate students earn 3 credit hours for their internship. On rare cases students can earn variable credit depending on the situation and the number of hours worked.

Graduate Sport Management students earn 6 credit hours for SMGT 699.

**Q: What will my internship course look like?**

Each internship course will have weekly assignments such as:

- log sheet submissions,

- evaluations,
- portfolio development items, and
- various projects.

If you are Graduate Student and you are using your current job to satisfy your internship, then you will be required to complete a special project. This special project will vary depending on your normal job duties. Examples include creating a Marketing Plan for your department, developing a Recruiting Guide for your team, etc. Your internship course professor will work with you individually once the course begins to identify a special project that you can complete.

**Q: Do I have to pay tuition for the Internship Course?**

Yes, the internship course is just like any other course and is billed at the normal credit hour rate. For additional information regarding course tuition and financial aid please contact the Financial Aid Office.

**Q: Does it matter if I am a Residential or Online Student?**

No, but when you apply, ensure you select the appropriate ‘experience’ (i.e. LUOBUSIIntern or BUSIIntern, LUOSETMIntern or SETMIntern etc.). Regardless, both sections do not require physical classroom attendance, nor require you to ever be on campus.

**Q: What type of organizations can I complete my internship with?**

Many sites will work but your internship site must match the outcomes of your selected major. For example, if you are a Computer Science major you cannot complete your internship as a baseball coach. Your internship must add to the educational degree program you are in.

**Q: Am I able to do an internship on campus?**

You may do your internship on or off campus. Your internship can be anywhere in the world should you so choose!

**Q: What do the terms ‘Internship Coordinator’ and ‘Site Supervisor’ mean?**

Internship Coordinator = The School of Business Internship Coordinator (Professor Amos)

Site Supervisor = Your Supervisor or Boss at your Internship Site

**Q: What do the various statuses mean on my Internship Application?**

Pending = The Internship Coordinator is still reviewing and verifying the information in the student's application.

Being Approved = The Internship Coordinator has given preliminary approval and is waiting for the student's Site Supervisor to verify/approve the internship.

Approved = The Internship Coordinator has fully approved the student's application and has sent a registration request to the Registrar's Office. As long as the student is not in overload or has a hold on their account, then the Registrar will add them into the course.

Process Halted = The Site Supervisor did not verify/approve the student's internship after 5 emails. The application is considered rejected.

Declined = The student's application has been rejected by the Internship Coordinator. This could be due to not meeting the required prerequisites or missing information on the application. The reasons for the denial will be posted under the comments section on their application.

**Q: My Internship Application has a status of 'Approved' but I still can't register for my selected internship course. Why?**

All internship courses are "closed courses", meaning students cannot register themselves at any time. Once the student's application is approved, the Internship Coordinator will notify the Registrar to enroll the student in the selected internship course.

**Q: How long does it take the Registrar to add me into the Internship Course once I receive approval and the Internship Coordinator sends a registration request?**

The times can vary depending on whether you are a Residential or Online student, as well as the time of year. In general, it takes between 1-3 business days for Residential students and between 3-6 business days for Online students.