

Liberty University
Online School of Business
Internship FAQs

Internship. Completing an Internship has never been more important for a graduate seeking employment. If you are nearing the end of your degree program in the School of Business, it is crucial to be actively engaged in applying for and completing an Internship in your chosen field. An Internship is designed to give you the opportunity to develop and discover what your interests and talents are. You'll also gain the necessary skillsets which will help you to ultimately achieve your desired career goal. Below are answers to frequently asked questions to support you as you navigate this process.

Q: Can I receive financial compensation from my Internship site?

It depends on your program of study and your internship.

ACCT 499 BUSI 499 CSIS 499	For these fields of study, a student can be compensated, but ONLY if the Internship is NOT at their full-time place of employment. Occasionally, students attempt to get “double credit” for employment <i>and</i> internship. However, an Internship, in these fields of study, ONLY occurs outside of a student’s place of employment.
SETM 399 SETM 499 SMGT 699	In sport, event, and hospitality fields of study, the Internships CAN be “paid” positions. So a student can complete their required “Internship hours” and be compensated for their time.

Q: What are the prerequisites/enrollment requirements for my Internship?

BUSI/ACCT 499

- Junior or Senior status
- Completed at least 15 hours in business courses
- GPA of 3.0 or better (*Some employers/Internships may require a higher GPA*)
- Declared your Business or Accounting major

CSIS 499

- Junior or Senior status
- GPA of 2.5 or better
- Course prerequisites must be met
- Declared your Computer Science major

SETM 399 Interim Internship

- Completion of SETM 205 or SMGT 205 with a Minimum Grade of ‘C’

SETM 499 Internship

- Completion of SETM 205 or SMGT 205 with a Minimum Grade of ‘C’
- GPA of 2.25 or better
- Enrolled in at least 110 credit hours
- Completed a minimum of 24 credit hours (SMGT, SETM, HMGT, EMGT, and TOUR).

SMGT 699 Graduate Internship

- Successful completion of the Comprehensive Exam (SMGT 600).

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Q: How many “work hours” are required for my Internship?

ACCT 499	180 hours
BUSI 499	180 hours
CSIS 499	180 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?

Yes. All Internship hours must be earned during the semester you are enrolled in the course. By law, no hours worked prior to the start of your enrolled semester can be counted.

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

Yes. All students must go through the approval process and registered for their required 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.

Q: How many credit hours is the Internship Course?

Most undergraduate students earn 3 credit hours for their Internship. BUSI 499 & ACCT 499 internships can be as low as 1 credit hour and as high as 6 credits, depending on the number of hours the student will complete during the internship. Graduate Sport Management students earn 6 credit hours for SMGT 699. A split option is available for graduate students on a case-by-case basis if the student can show undue hardship to complete all 400 work hours (~25 hours/week) in a semester. In those special cases, the student may split their Internship between two semesters and complete SMGT 699 (3 credit hours) with a total of 200 work hours in one semester. The following semester, the student would repeat SMGT 699 for another 3 credit hours (completing another 200 work hours).

Q: What will my Internship course look like?

Each Internship course will have weekly assignments such as:

- log sheet submissions
- evaluations
- portfolio development items
- various other projects

The course syllabus will provide additional detail.

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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: What type of organizations can I complete my Internship with?

Many organizations will suffice, 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 in which you are enrolled. If you need assistance locating an Internship, the Career Center offers several helpful tools such as Internship Search Engines: www.liberty.edu/career-services/internships/.

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

Due to policy restrictions, online undergraduate students are not authorized to complete their Internships on campus. However, graduate students are permitted to complete their internships on campus.

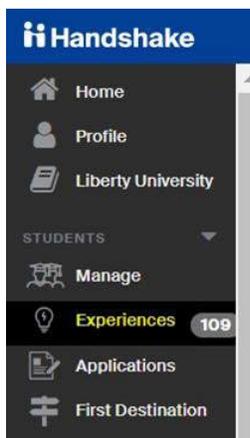
Q: Do I have to set up a Handshake account?

Yes. In order to apply for internship approval (and eventual course registration), you must visit www.liberty.edu/business/internship-program/, set-up a Handshake account, and create an "Experience". An experience is working with an organization in your area of study completing tasks and fulfilling responsibilities related to your degree.

Q: How do I request an Internship for credit in Handshake?

Step 1: Create/Sign into your Handshake account. <https://liberty.joinhandshake.com/>

Step 2: Click on "Experiences" on the left-hand side of the page:



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Step 3: Once you are on the Experiences page, click on the tab in the top right corner labeled “New Experience”.

Step 4: Fill out the requested details. Be sure to select the correct “Experience Type”. Do **NOT** fill out a **RESIDENTIAL** application or your application will be **denied**.

Which “Experience Type” do I select?

ACCT 499 BUSI 499	“LUO School of Business ACCT 499, BUSI 499 Internship Application”
CSIS 499	“LUO School of Business CSIS 399/499 Internship Application”
SETM 399 SETM 499 SMGT 699	“LUO School of Business SMGT/SETM 399, 499, 699 Internship Application”

Step 5: Submit your Experience for approval by clicking on the green button in the bottom right-hand corner entitled, “CREATE EXPERIENCE”.

Q: What do the various statuses mean on my Handshake Experience request?

Pending = The Internship Team is still reviewing and verifying the information in the student’s Handshake Experience.

Being Approved = The Internship Team has given preliminary approval and is waiting for the student’s Site Supervisor to verify/approve the Handshake Experience.

Approved = The Internship Team has fully approved the student’s Handshake Experience request.

Needs Review = The Site Supervisor did not verify/approve the student’s Handshake Experience within the allotted timeframe. At that point, the application is considered rejected.

Declined = The student’s application has been rejected by the Internship Team. 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.

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Q: My Handshake Experience 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 Handshake Experience is fully approved, the Internship Team will email the student with details concerning their next steps to complete the registration process.