Liberty University
School of Business
Residential Student Internship FAQs

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 487 BUSI 499 CSCN 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 *and* 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 the Hospitality & Sport Management fields of study, the Internships **CAN** be "paid" positions; therefore, a student can complete their required "Internship hours" and be compensated for their time.

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

ACCT 499 / BUSI 499
- Junior or Senior status
- Completed at least 15 hours in business courses
- Declared Accounting or Business major

CSCN 499
- Junior or Senior status
- GPA of 2.5 or better
- Declared your Computer Science major

SETM 399 Interim Internship**
- Completion of SETM 205 with a Minimum Grade of 'C

SETM 499 Internship**
- Completion of SETM 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).

Note that SETM 399 and SETM 499 **cannot be taken in the same semester. However, the student can complete SETM 399 and SETM 499 in the same location.

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SMGT 699 Graduate Internship

- Successful completion of all 500 level SMGT courses

BUSI 487

- Junior or Senior status
- Completed at least 15 hours in business courses
- Declared Business – Humanitarian Aid major

Q: What is SETM 497, and what are my options?

For students needing to complete SETM 399 or SETM 497 and the SETM 499 in the same semester, SETM 497 is an option, as students cannot take SETM 399 and SETM 499 in the same semester. SETM 497 is a Special Topics course that can be selected for the SETM 399 or SETM 497 requirement. The options for SETM 497 include the Sport Leadership Summit (Fall semester only) and Liberty Sports (Spring semester only). The Sport Leadership Summit email is sportleadershipsummit@liberty.edu, and the website link is https://www.liberty.edu/business/summits/sport-leadership/.

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

ACCT 499	180 hours
BUSI 487	180 hours
BUSI 499	180 hours
CSCN 499	180 hours
SETM 399	200 hours
SETM 499	200 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: What are the deadlines for requesting enrollment in an Internship course?

The University deadlines for Internship approval are:

- Spring deadline – December 1
- Summer deadline – April 15
- Fall deadline – July 31

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

Yes. All students must go through the approval process and be 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.

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

No attendance is required for any Internship course. The course syllabus will provide additional detail.

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/.

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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 choose!

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: What are the steps in the Internship process?

A student must complete these steps in the following order to secure an Internship.

- Step 1: Setup the Handshake account
- Step 2: Secure internship with site and site supervisor
- Step 3: Complete Handshake application for enrollment in the Internship course
- Step 4: Check Handshake daily for updates to your application and current status
- Step 5: Once full approval for the Internship has been received in Handshake, the internship office will register you for the correct internship course.

Failure to complete these steps in the correct order could result in the student not being registered for the course.

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 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 3-6 business days.

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

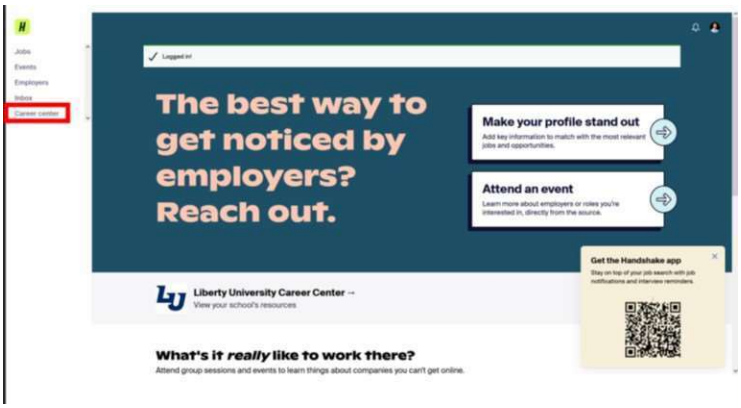
How to Request an Internship for Credit – Handshake

Step 1: Sign into your Handshake account.

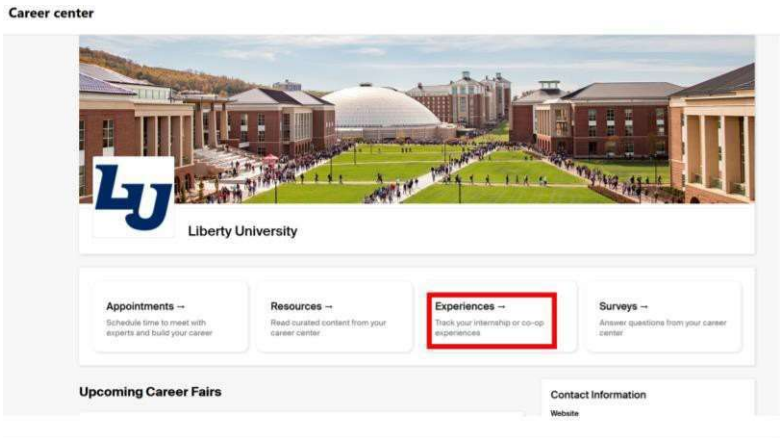
https://liberty.joinhandshake.com/

(**If you have never signed in before, no problem! You have an account, you just need to claim it. Handshake will ask you some questions to get you started, but then you are good to go*).

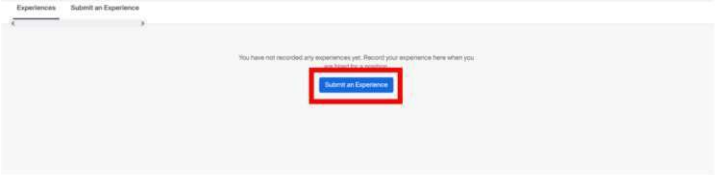
Step 2: Go to "Career Center" on the left hand side.



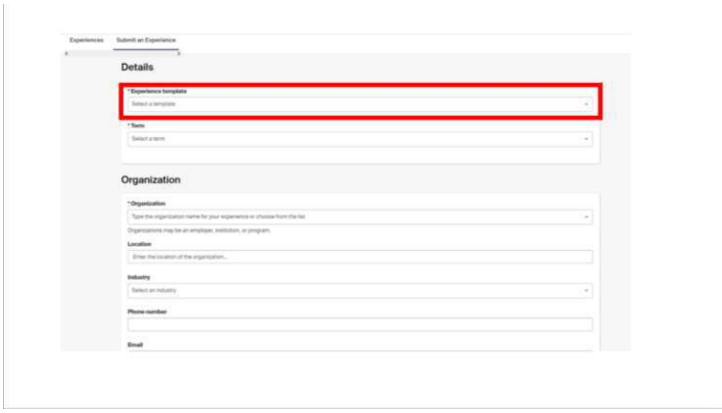
Step 3: Click on the "Experiences" link.



Step 4: **Click on "Submit an Experience".**



Step 5: **Click on the "Experience Template" drop-down menu and select the correct application.**



Step 6: **Fill out the application and submit.**