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 *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 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' or a minimum of 700 points earned in the course)

SETM 499 Internship **
- Completion of SETM 205 or SMGT 205 (with a Minimum Grade of 'C' or a minimum of 700 points earned in the course)
- 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 at the same location.

SMGT 699 Graduate Internship

- Successful completion of all 500 level SMGT courses.

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 499	180 hours
CSIS 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: 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: 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: 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.

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.

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.

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Q: Who is responsible for securing an Internship?

Because online students are located throughout the world, the University is unable to provide Internship opportunities for every student on an individual basis. Therefore, it is the student's responsibility to secure an Internship prior to the posted deadline for the respective semester and course. This involves student planning in advance to meet the University deadlines.

Q: How do I find an Internship opportunity?

Students have several resources available to assist them in finding internships at their respective location. For example, students are encouraged to reach out to the University's Career Center, utilize their free account with TeamworkOnline, use the NCAA Marketplace, and take advantage of the numerous job posting websites for their specific area of the sport industry (COSIDA, NACTA, AEMA, etc.).

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, register for the course in Beacon
- Step 6: Once you receive the instructions for registering the course in Beacon, proceed with registration by following the detailed instructions

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

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.

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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.

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.

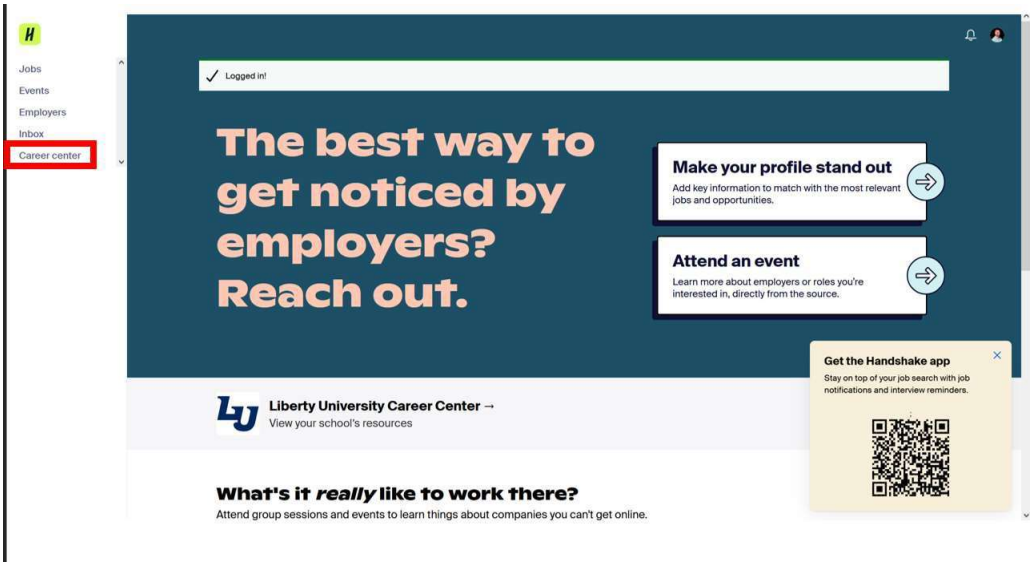
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How to Request an Internship for Credit – Handshake

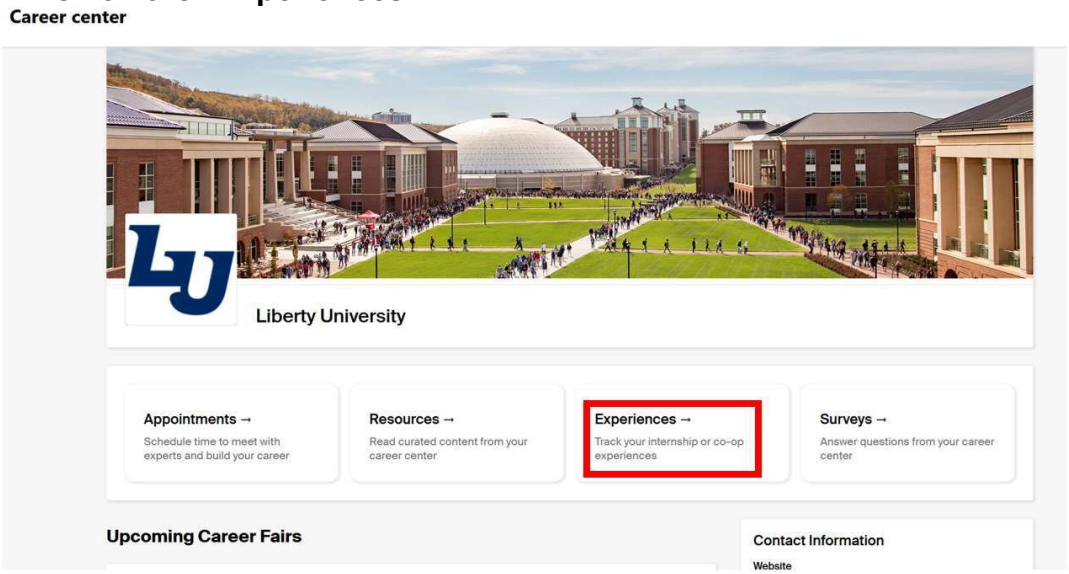
Make sure you have touched base with your Faculty Internship Advisor before beginning this process.

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*).

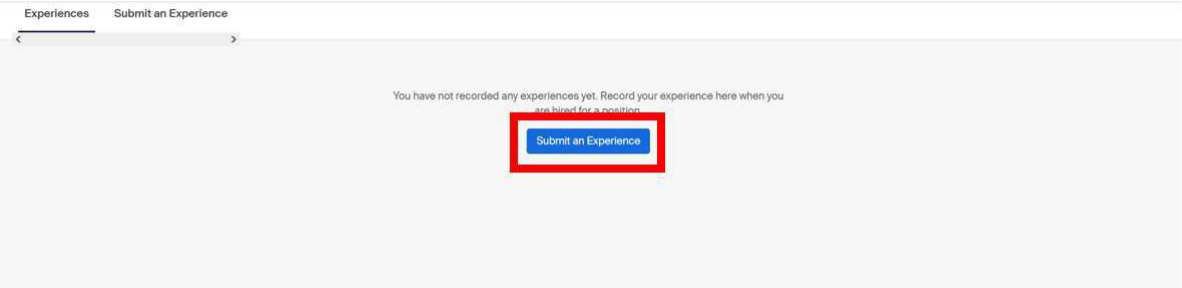
Step 2: Go to "Career Center" on the left hand side.



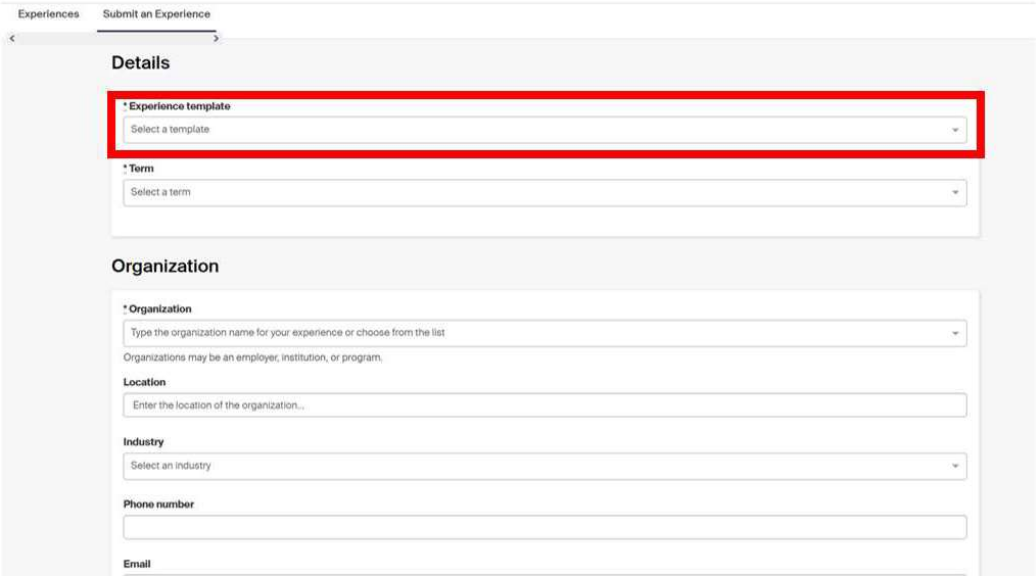
Step 3: Click on the "Experiences" link.



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.**