

Student Internship Program Guidelines

for students looking for an internship opportunity

The following are some guidelines to be followed by students when searching for an internship:

1. Follow the Internship Checklist Below.
2. If a student is participating in an internship for course credit, student is expected to follow course credit requirements (visit www.wku.edu/business/internships for major specific internship credit requirements) and maintain communication as required with their faculty internship contact. Proposal deadlines for course credit differ by department, please contact appropriate personnel.
3. If a student is not planning to pursue internship credit for an internship or does not meet the minimum requirements for internship credit, please fill out the Internship Database Submission Form at <https://www.wku.edu/business/internships/interest-form/>.
4. Students must provide their own transportation to internships.
5. Student may contact Internship Specialist at any time during internship to discuss any matters regarding their internship.
6. While participating in internships, interns are expected to follow company rules, dress appropriately, be professional and ethical and be a respected representative of the Gordon Ford College of Business.
7. Students are expected to fully participate in their internship experience. Internships are not a time to study, use social media, text/call/email friends, etc.

Internship Checklist	Internship for Credit	Internship Not for Credit
Meet with Internship Specialist to discuss internship search/process questions	✓	✓
Visit Handshake, LinkedIn & Indeed to search available job opportunities and/or reach out to connections	✓	✓
Meet with Professional Development Specialist, Business Professional, or Professor to review resume	✓	✓
Apply for Internship	✓	✓
Schedule or attend a mock interview	Encouraged	Encouraged
ONCE HIRED FOR AN INTERNSHIP		
Meet with Faculty Contact regarding Course Credit Requirements, <i>if required by major</i>	✓	
Submit the Internship Credit Application via Handshake Experiences	✓	
Submit the Internship Database Submission form		✓
Submit Student Survey upon Completion of Internship	✓	✓
Submit Required information to Faculty Contact for Course Credit	✓	
Have Employer Survey Completed	✓	✓

Disclaimer:

The Gordon Ford College of Business makes no guarantee about internship positions and are not responsible for safety, wages, working conditions or other characteristics of employment. If the student is obtaining his/her own internship location, it is their obligation to research the integrity of the organization(s) to which he/she is applying and confirm the specific information pertaining to the internship posting. Internship seekers should exercise due diligence and use caution when applying for or accepting any position. Submitting an internship application does not ensure an internship, but instead provides an occasion to discuss internship opportunities.