

REQUIREMENTS AND CREDIT FOR INTERNSHIPS

Longwood University, College of Business & Economics
McGaughy Internship & Professional Development Center

REQUIREMENTS TO APPLY FOR AN INTERNSHIP

In order to apply for an internship, a student must have:

- Completed 60 hours of academic credit prior to enrolling in an internship.
- Declared a business or economics major.
- Achieved a cumulative overall and major GPA of 2.33 (Employers may have a GPA requirement above the CBE GPA requirement).
- Received authorization to enroll from the Internship Coordinator.

INTERNSHIP CREDIT

Students may earn up to 3 hours of credit from any one placement. 80 hours of work = 1 credit, 160 hours of work = 2 credits, 240 hours of work = 3 credits. An additional 3 hours of credit may be earned from a second placement or a significant change in job duties. Students are expected to work the number of hours approved by the employer and faculty supervisor. Under no circumstances may an internship be less than 80 hours. Many employers require 10 to 12 weeks for the contracted internship period. Fulfillment of the contractual agreement is required to receive a passing grade.

Address any questions about the internship process to:

Ms. Nancy Postans, Internship Coordinator - or - Mr. Bill Baxter, Director
McGaughy Internship & Professional Development Center
Hiner Hall #203
internshipsCBE@longwood.edu
(434) 395-2878