

## College of Business and Economics

Department Website: <http://www.longwood.edu/business/opportunities/internships.html>

### **Requirements to apply for an Internship**

Students must have:

- Completed 60 hours of academic credit prior to enrolling in the internship
- Declared business or economic major
- A cumulative GPA average of 2.33
- Received permission to enroll from the Internship Director

### **Internship Credit**

Students may earn up to 3 hours of credit from any one placement.

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**.

Most employers require 10 to 12 weeks for the contracted internship period.

Completion of the internship and faculty's educational requirements is required to receive a passing grade.

### **Steps in the Internship Process**

1. Attend an Internship Seminar – two sessions are offered each semester. Check the calendar for the dates of the seminars:  
<http://www.longwood.edu/business/news/events.html>
2. Have resume and letter of application approved by the Internship Director.
3. Apply for an internship.
4. Complete the Internship Agreement.
5. Have Department Chair register you for the Internship.
6. Attend one class with instructor prior to beginning the internship.
7. Know the responsibilities you need to complete during the internship, such as the hour requirements, keeping a log, and completing an evaluation.

This and much more information can be found in the **College of Business and Economics Internship Manual**. Students purchase this manual at the University Bookstore.

To learn more about completing an internship for the College of Business and Economics, visit the **McGaughy Professional Development Center in Hiner 203**.

### **Contact Information for the College of Business and Economics**

Robert Dame, Assistant Dean for External Relations and Director of the McGaughy Professional Development Center, 395-2782, [damerf@longwood.edu](mailto:damerf@longwood.edu)

Nancy Postans, Executive Assistant, McGaughy Professional Development Center, 395-2878, [postansnc@longwood.edu](mailto:postansnc@longwood.edu)

Dr. Cheryl Adkins, Department Chair

Dr. Bennie Waller, Department Chair

\*\*\*Students should complete and return the Risk Management Form found at the link following to the academic department granting credit.

<http://www.longwood.edu/career/internships/AppendixBRiskManagement.pdf>