



CTX INTERNSHIP PROGRAM

WWW.CONCORDIA.EDU/INTERNSHIPS

FAQ'S

Question	Answer
How do I find an internship?	Find internships on jobs boards or by contacting people in your network such as family and friends. The VPD is part of your network and can help with the search process. See resources below.
How do I enroll in an internship course?	Apply at www.concordia.edu/internships .
May I receive credit for my current job or previous work experience?	Internship work must be considered "new learning" and align with the student's career goals. Present and previous work does not qualify. Exceptions are made for PEP approved students.
What is the difference between the regular internship courses and the BADM 4310P Present Experience Course?	The PEP course is designed for Director and C-Suite professionals with 10+ years of working experience, and/or professionals who own a business, and/or entrepreneurs. Check with your student academic planner or the internship coordinator in career services to see if you qualify.
Why am I not able to register for the course?	You must identify a project at your current employer or receive an offer for a new job/internship before applying to enroll.
When is the deadline to apply?	There is no designated period to apply and enrollment is possible up to 5 weeks into the semester for which you are requesting enrollment.
Whom do I ask about a specific assignment or course requirements?	Email: careerservices@concordia.edu or the Internship Director, Randa Scott randa.scott@concordia.edu
I am an online student. Do I take the regular 16 week internship course?	Yes, online students are enrolled in the 16 week course. All students have the option of completing the course and required hours in less than 16 weeks.
How much does the internship course cost?	Regular tuition and discount rates apply in fall and spring. The summer internship course costs \$500 flat fee, no tuition. Check with your student financial planner for additional information.
What if I need experiential learning credits?	The internship course qualifies for experiential learning credits equal to the amount of academic credit received for completing the course.
Why can I not see the course in Blackboard?	Check My Info to see if you are registered. Contact the personal support center to activate the course in Blackboard.
Who do I contact if I am having issues with my internship supervisor?	Your instructor is your major's program director or another designated faculty member.
What if I cannot finish the required hours this semester and need to request an incomplete?	Incompletes may be awarded under special circumstances.
Where do I turn in assignments?	Turn assignments in via Blackboard where designated in the course.

HOW DO I FIND AN INTERNSHIP?

- Search the CTX job board: www.ConcordiaTX.joinhandshake.com
- Ask your faculty advisor and the Vocation and Professional Development office for contacts: careerservices@concordia.edu
- Contact personal networks such as family, co-workers, and friends.
- Search online: www.indeed.com www.internships.com www.builtinaustin.com www.linkedin.com/jobs/

Email: careerservices@concordia.edu Call: 512-313-5045

HOW DO I ENROLL?

APPLY www.concordia.edu/internships

- Secure an internship before submitting an application.
- An application is required to enroll into an internship course. Your application is your request for enrollment.
- Upload your resume and a copy of the job or project description to the application to receive academic approval.
- A copy of the internship description must clearly list the project details, training, and tasks that will be completed AND it must be on company letterhead, website or in a supervisor's email.
- Allow 7 days for academic approval.

APPROVAL/REGISTRATION

- Receive notification of approval in your CTX email account.
- Your Student Academic Planner will enroll you in the course.
- Log on to your MyInfo account 2-3 days after receiving approval to confirm registration.

BLACKBOARD COURSE ASSIGNMENTS

- Complete the course modules, including timesheets, journals, evaluations, and final deliverables required by your faculty instructor as outlined in the Blackboard course.
- Contact careerservices@concordia.edu immediately if you do not see the course in MyInfo.
- For HCA 4410 or GPH 4302, contact the program director glendene.lemard@concordia.edu if you have questions concerning the assignments or the course

HOW DO I RECEIVE CREDIT?

1. Complete the internship program application to receive approval for the job or project.
2. Complete 150-hours minimum work hours in the internship (exceptions below)
 - a. ENG 3310/HIS 4310: Earn 1-6 credit hours where each credit hour is equivalent to 50 hours of supervised internship service.
 - b. HCA/GPH 4410 practicum: Students complete a minimum of 120 supervised working hours in a healthcare facility or related public health type organization or role.
3. Complete the required number of working hours during the semester you are enrolled in the course.
4. Perform acceptably the duties assigned and evaluated by the supervisor.
5. Complete all the requirements for each module. Students receive a letter grade for the course. All assignments are required to receive a grade. Rubrics and grading structure can be found in the course syllabus.
6. You must complete all of the required assignments and the minimum number of work hours before the last day of the semester to receive a grade.

AM I ELIGIBLE?

Upper level standing, junior or senior (exceptions often occur. Check with your program director for approval).

** Indicates required in the major.*

Internship Course	Prerequisites	Course Instructor
Accounting ACC 4310*	ACC 3301, 3302, plus 6 upper division ACC hours	Elena Skouratova
Bus Mgmt BADM 4310*	BADM 3311	Randa Scott
Bus Presents Experience BADM 4310P	No course prerequisites	Randa Scott
Communication COM 4310*	COM 2100, COM 2301, COM 2303, COM 2308, COM 2317	Erik Green
Computer Science CSC 4310	No course prerequisites	Bindu George
Criminal Justice CRIJ 4310	No course prerequisites	Bruce Reese
English ENG 3310	No course prerequisites	Brandy Alba
Enviro Science ESC 4310	No course prerequisites	Sam Whitehead
Finance BADM 4367*	BADM 3360	Elena Skouratova
Healthcare/Public Health	HCA 3300	Glendene Marlow-Lemard
History HIS 4310	HIS 2301	Matthew Bloom
HR Mgmt BADM 4341*	BADM 3340	Angela Clements
Kinesiology KIN 4310*	No course prerequisites	Curtis Giese
Marketing BADM 4352*	BADM 3350	Nathan Araya
Mathematics MTH 4390	No course prerequisites	Eric Staron
MBA	No course prerequisites	Elise Brazier
Psychology PSY 4310	PSY 1311, SOC 1301, PSY/SOC 2341	Monica Yndo
Sociology SOC 4310	No course prerequisites	Ann Schwartz