

## Internship Program: Student Guide

APPLY at [www.concordia.edu/internships](http://www.concordia.edu/internships)

### IMPORTANT

**You must work the required number of hours in the internship during the semester that you are enrolled in the course. An incomplete may be awarded by the instructor if you complete the required number of hours after the last day of the semester. Work performed prior to enrollment will not be counted toward the required number of hours.**

**STEP 1: Am I eligible?** Upper level standing, junior or senior (exceptions with program director approval)

\* indicates required in the major

| Internship Course         | Prerequisites  | Course Instructor      |
|---------------------------|--|------------------------|
| Accounting ACC 4310 *     | ACC 3301, 3302, plus 6 upper division ACC hours        | Anthony Ross           |
| Bus Mgmt BADM 4310 *      | BADM 3311  | Randa Scott            |
| Communication COM 4310 *  | All lower level courses                                | Erik Green             |
| Computer Science CSC 4310 | No course prerequisites                                | Philip Schielke        |
| English ENG 3310          | No course prerequisites                                | Brandy Alba            |
| Enviro Science ESC 4310   | No course prerequisites                                | Sam Whitehead          |
| Finance BADM 4367 *       | BADM 3360  | Elena Skouratova       |
| Government POLS 2310      | No course prerequisites                                | Brent Burgess          |
| Global Public Health      | (Upper level standing/faculty approval)                | Glendene Lemard-Marlow |
| Healthcare Adm HCA 4410 * | HCA 3300/faculty approval                              | Glendene Lemard-Marlow |
| History HIS 4310          | HIS 2301   | Matthew Bloom          |
| HR Mgmt BADM 4341 *       | BADM 3340  | Randolph Wilt          |
| Kinesiology KIN 4310 *    | No course prerequisites                                | Thomas Pate            |
| Marketing BADM 4352 *     | BADM 3350  | Lee Pilz               |
| Mathematics MTH 4390      | No course prerequisites                                | Eric Staron            |
| Psychology PSY 4310       | PSY 1311, SOC 1301, PSY/SOC 2341                       | Nick Chittester        |
| Sociology SOC 4310        | 18 hours lower level, 9 hours upper level in the major | Ann Schwartz           |

### STEP 2: How do I find an internship?

- Search the CTX job board and request a resume review at [ConcordiaTX.joinhandshake.com](http://ConcordiaTX.joinhandshake.com)
- Ask your faculty advisor and the Vocation and Professional Development office for contacts
- Contact personal networks such as family, co-workers, and friends
- Search online at [www.indeed.com](http://www.indeed.com), [www.internships.com](http://www.internships.com), [www.builtinaustin.com](http://www.builtinaustin.com) and <https://www.linkedin.com/jobs/>

### STEP 3: How do I Apply and Enroll? APPLY at [www.concordia.edu/internships](http://www.concordia.edu/internships)

- An application is required to register for the course
- Your application is your request to be enrolled into the course
- Upload your resume and a copy of the job description from the employer to the application
- A copy of the job 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

### STEP 4: Approval

- Notification of approval and registration will be received in your CTX email account from the office of Vocation and Professional Development
- The office of Registration and Student Records will register you in the course
- Log on to your *MyInfo* account 2-3 days after receiving approval to confirm registration

**STEP 5: Blackboard Course Assignments**

- Complete the course assignments, log weekly timesheets, weekly journals, evaluations, and final deliverables required by your faculty instructor in Blackboard
- Contact [meaningfulwork@concordia.edu](mailto:meaningfulwork@concordia.edu) immediately if you do not see the course in Blackboard
- For HCA 4410 or GPH 4302, contact the program director [glendene.lemard@concordia.edu](mailto:glendene.lemard@concordia.edu) if you have questions concerning the assignments or the course.

**How do I do to receive credit?**

1. Complete the internship program application to receive academic approval for the job
2. Complete **150-hours minimum work hours** in the internship (exceptions below)
  - a. ENG 3310 and POLS 2310: Earn 1-6 credit hours where each credit hour is equivalent to 50 hours of supervised internship service.
  - b. HCA 4410 & GHP 4302 **practicums**: Students complete a minimum of 120 supervised working hours in a healthcare facility or related public health type organization or role. Work must be approved by the program director prior to enrollment.
3. Complete the required number of working hours **during the semester that you are enrolled** in the internship course
4. Perform acceptably the duties assigned and evaluated by the supervisor
5. Complete all assignments for the course in Blackboard or Moodle

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.

**Internship FAQ's**

|   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• How do I find an internship?</li> <li>• How do I enroll in an internship course?</li> <li>• When is the deadline to apply?</li> <li>• Can I request internship credit for my current job?</li> <li>• Why can't I register myself for the course?</li> <li>• Who do I ask about a specific assignment?</li> <li>• Who do I ask about course requirements and delivery?</li> </ul> | <ul style="list-style-type: none"> <li>• An application is required. Go to <a href="http://www.concordia.edu/internships">www.concordia.edu/internships</a> to apply.</li> <li>• Enrollment possible up to 5 weeks into the semester.</li> <li>• Internship credit is given for "new learning" even for jobs with a current employer. Academic approval required through application.</li> </ul> | <p>Randa Scott<br/> <a href="mailto:Randa.scott@concordia.edu">Randa.scott@concordia.edu</a></p>  |
| <p>Why can I see the course in MyInfo, but not when I log into Blackboard?</p>  | <p>Check My Info to see if you are registered. If so, contact the helpdesk to set up the course in Blackboard.</p>   | <p><a href="mailto:helpdesk@concordia.edu">helpdesk@concordia.edu</a><br/>       512-313-4357</p> |
| <ul style="list-style-type: none"> <li>• What if I am having issues with my current internship employer?</li> <li>• What if I will not finish the required hours this semester and need to request an incomplete?</li> <li>• Where do I turn in assignments?</li> </ul>   | <ul style="list-style-type: none"> <li>• Your instructor is your major's program director or designated faculty member.</li> <li>• Incompletes may be awarded under special circumstances</li> <li>• Assignments are turned in via upload to or within designated links located in the Blackboard course.</li> </ul>   | <p>Program Director/Instructor<br/>       See above</p>   |