

Internships

Undergraduate Business Students

Where do I begin?

1. Utilize [Handshake](#), the Center for Career Development's online job board. Create a saved search reflecting your career interests to receive additional notices. Watch for internship and job announcements in your email. Additional online internship databases can be found on the Center for Career Development's [internship web page](#).
 2. Identify companies with which you'd like to gain experience in your major. Explore company web sites for internship opportunities or consider sending letters of inquiry for more information.
 3. Network through student organizations, student chapters of professional associations, professors, networking events with alumni, and at job fairs for internship opportunities.
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To take an internship for credit, you MUST meet these requirements:

1. You and your advisor must complete the Internship Authorization Form;
2. You must have completed 60 credit hours (students in the Supply Chain Management program must complete 6 credits within the major);
3. You must have a minimum GPA of 2.5 or a major GPA of 2.75.
4. You must work a minimum of 120 hours for the 3 credit course.

If you are offered an internship and will be taking it for credit:

- ❑ Consult with your academic advisor to determine where the internship credits fit into your course plan.
- ❑ Obtain the [Internship Authorization Form](#) from the Center for Career Development office or website. You and your Academic Advisor must complete and sign it.
- ❑ Find a [Faculty Sponsor in your major](#). (It is your responsibility to find a Duquesne faculty sponsor.)
- ❑ Obtain a [job description](#) for your internship position.
 1. If you found the position on Handshake, please provide the job title and company name. We'll be happy to print out the job description for you.
 2. If the position is "self-found" (you found it through a means other than the Center for Career Development), the employer must supply the Internship Coordinator with a detailed job description of your internship position, including contact information (name, address, etc). Please note: Internships are not approved for credit when family members supervise the student work nor in businesses owned by family members.
- ❑ After turning in the Authorization Form and the job description to the Center for Career Development, obtain a [Learning Contract](#) and syllabus from the Internship Coordinator.
- ❑ Complete the Learning Contract by filling out your section; have your employer and faculty sponsor fill out their respective sections. Make sure you obtain all the mandatory signatures! Meet with your Academic Advisor to register for internship credit and then return the completed Learning Contract to the Center for Career Development by the deadline date.
Note: Be mindful of the deadline date as it cannot be extended.

If you, your employer, or faculty sponsor have any questions along the way, please contact the Internship Coordinator, Linda Loewer, at loewer@duq.edu or 412.396.4332..

Palumbo-Donahue School of Business Administration

Internship Authorization For Junior and Senior Business Students

If you are a Junior or Senior Business Student,
this form must be completed & signed by your Academic Advisor
and returned to the Center for Career Development to receive the Learning Contract.

To be completed by student:

Name: _____ Student DU#: _____

Duquesne email address: _____ Phone: _____

Major: _____ Internship Site/Company Name: _____

Are you an International Student? Yes No (If so, you must meet with the Center for Global Engagement to verify employment eligibility requirements PRIOR to receiving the Learning Contract.)

Center for Global Engagement: _____ Date: _____

To be completed by student's academic advisor:

1. GPA: _____ Major GPA: _____

2. Total Credits Completed: _____

3. Number of previous internship credits completed: _____

4. Student may take for Academic Credit: Yes No

Please note:

This form is verifying that you have met the School of Business requirements to obtain an internship. It is the responsibility of the student to consult with your academic advisor to determine where the Internship Credits fit into your course plan. Completion of this form does not guarantee that the internship of application meets Duquesne University's qualifications for academic credit. If not qualified for academic credit, you may take the internship for professional work experience.

Advisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____