BUAD 401 Internship Credit Course
Undergraduate Business Students

How do I find a suitable internship?

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.

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 DukesConnect, LinkedIn, student organizations, student chapters of professional associations, professors, networking events, company-hosted events, and at career fairs.

Need assistance finding an internship? Schedule with your Career Consultant on Handshake.

To complete an internship for academic 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 or IST 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 40 hours to receive 1 credit, 80 hours to receive 2 credits, or 120 hours to receive 3 credits during the semester in which you are enrolled for credit

If you are offered an internship and wish to get it approved for academic credit:

☐ Consult with your Student Success Coach to determine where and whether internship credits would fit into your course plan.
☐ Review the BUAD 401 course syllabus
☐ Obtain the Internship Authorization Form from the Center for Career Development office. You and your Student Success Coach/Academic Advisor must complete and sign it.
☐ 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.
☐ Identify a Faculty Sponsor in your major. It is your responsibility to find a Duquesne faculty sponsor.
☐ Complete a Learning Contract, provided by the Center for Career Development once Internship Authorization Form and Job Description have been submitted. Fill out your section and have your employer and faculty sponsor fill out their respective sections followed by a signature from your department chair. Return the completed Learning Contract to the Center for Career Development by the deadline date.
☐ Review and sign the Code of Professional and Ethical Conduct for student interns.

If you, your employer, or faculty sponsor have any questions along the way, please contact Lauren Watson from the Center for Career Development at watsonl3@duq.edu or 412-396-4332.
This form must be completed & signed by your Student Success Coach and returned to the Center for Career Development, **along with your internship job description**, before proceeding with the internship credit approval process.

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**To be completed by student:**

Name: ___________________________ Student DU#: ____________

Duquesne email address: ___________________________ Phone: ____________

Major: _______________ No. of internship credits requested (1, 2, or 3): ______

Internship Site/Company Name: ____________________________

Internship position title: ______________________________________

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: ____________

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**To be completed by student’s Student Success Coach/Academic Advisor:**

1. GPA: _______________ Major GPA: _______________

2. Total credits completed by start of internship term: ______________

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 minimum requirements for the BUAD 401 internship credit course. It is the responsibility of the student to consult with your academic advisor to determine where and whether 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 the internship is not approved for academic credit by all parties on the Learning Contract, you are still encouraged to do the internship for professional work experience.*

Advisor’s Signature: ___________________________ Date: ____________

Student’s Signature: ___________________________ Date: ____________

*Updated June 2022*