

## Frequently Asked Questions about Internships in the School of Business & Economics

Go to the School of Business & Economics Website for the course syllabus.

Contact Ricardo Boeing, Internship Director of for more information.

### 1. Q. *Why should I complete an internship?*

A. Many employers will not hire unless there is evidence of experience in business. An internship offers proof of your professionalism. An internship gives you an opportunity to explore career possibilities. It helps you apply your education to a real-world setting.

### 2. Q. *Where can I find out about internship possibilities?*

A. All of the internships from off-campus employers, who have contacted UWSP, are listed in CareerPoint through our Career Services Office. There may be on-campus opportunities listed in Quest. International Programs handles our London, China and Australia internship programs. Financial support is often available for the international programs.

### 3. Q. *When is the best time to do an internship?*

A. While you can complete an internship anytime once you are accepted into your major, a good time to think about an internship experience is between your junior and senior year because you should have completed a sufficient number of classes required for your major, which will help in connecting your education to the business world.

### 4. Q. *What if I have an employer in mind but they are not listed in CareerPoint?*

A. You can contact the potential employer and make a case for why you would be a good intern. Some employers will accept an intern based on your persistence.

### 5. Q. *Do I have to do an internship for credit?*

A. No, but we strongly encourage you to consider it. It looks good on your transcript as a 3 credit elective in your major and you will get more out of your major by applying what you are learning in an internship.

### 6. Q. *Can an internship be unpaid?*

A. International internships are typically unpaid, but most domestic internships for businesses are paid. However, some domestic internships are unpaid if they are through a non-profit or government agency. See the U.S. Department of Labor Fact Sheet 71 found on the School of Business & Economics website for details.

### 7. Q. *Can my current job or past job become an internship?*

A. In some cases your current job can. You can work with your employer to increase your administrative responsibilities and then apply for permission to register for the internship course. The Director will determine if the experience qualifies. Sorry your past job cannot qualify.

### 8. Q. *What if I have an opportunity to complete a semester long internship; how do I maintain my student status?*

A. You can take 12 credits by combining your internship with a special work course: Business 499.

### 9. Q. *How late can I register for an internship for credit in my major?*

A. Once you have filled out the internship application form and the Internship Director has approved your internship you can register for the course up until the last day to add classes each term.

### 10. Q. *How many hours per week do I have to work to qualify for an internship for credit?*

A. There is no specific rule or formula. However, you need to put in enough time to be able to meet the course requirements. A high quality unpaid part-time position at a non-profit during the semester can qualify. Meaningfulness of work is what is important. See the Director if you have questions.