JIM MORAN COLLEGE OF ENTREPRENEURSHIP

INTERNSHIP PROGRAM

Frequently Asked Questions

1. **What is the process for applying for a summer internship in the JMC?**
   - *Each fall, newly accepted students to the JMC will be enrolled in the Internship Preparation Class ENT 1940 and learn about the internship application process and internship guidelines. This course must be completed before you are eligible for a summer, fall or spring internship.*
   - *If not enrolled, you should meet with one of the two Internship Coordinators. Jim McLaughlin (Commercial/Social), Roxanne Parker (Retail).*

2. **Do all internships have to be approved by the internship coordinator?**
   - *For internships to count towards your required coursework in the JMC, students must first meet with their internship coordinators and gain approval prior to the beginning of the internship.*

3. **How many credit hours will I receive when I complete the internship?**
   - *Three credit hours*

4. ***Is credit offered for an internship that I completed in the past?***
   - *No. The Jim Moran College of Entrepreneurship does not provide retroactive internship credit.*

5. **Are all internships structured?**
   - *No, many are structured but not all. Unstructured internships have assignments you will be given to help guide you through an unstructured internship.*

6. **Can I do my internship in the spring or fall semester?**
   - *When you complete ENT 1940, it is possible to have an internship during any semester. After completing ENT 1940 you can choose to intern in the following spring or fall semesters. The minimum total hour requirement with a full course load is 150 hours. See internship coordinator for approval and minimum requirements.*

7. **What is the length of a required summer internship?**
   - *A minimum of 8 weeks with a minimum of 240 hours.*

8. **What if I have to work during the summer to finance my internship?**
   - *You should submit a letter of explanation to your internship coordinator who will review it with the internship team for approval.*
   - *We may be able to adjust your hourly requirements so you will be able to work and intern at the same time during the summer.*

9. **Is housing provided for interns?**
   - *In most cases, no. There are a few companies that may provide housing but overall, you are responsible for transportation and housing. This is why it is important for you to be thorough in your research for your internship.*

10. **Are all internships paid internships?**
    - *No, however there are some paid internships and that is why you should be thorough in your research for your internship*

11. **How will I be graded?**
    - *You will learn about your internship assignments, evaluations, summaries and our expectations and the role they play in determining your grade for your internship during the Internship Preparation class (ENT1940) which you will be required to attend.*
    - *Completing your resume and having it critiqued by the Career Center, the "Big Interview" where the results will be reviewed by your Internship Coordinator and discussed with you to coach you 'up" on your interviewing skills will be a major part of your grade for this course. Developing your LinkedIn Profile and Career Portfolio will also be a major part of your grade for this course.*
    - *The internship preparation course is a 1 hour, 0 credit hour course.*
    - *Grading for your internship is on an S/U scale for both the internship and the Internship Preparation class.*

12. **Are remote internships possible?**
    - *While we prefer on-site internships, remote internships are possible and during the Pandemic, encouraged.*

13. **How do I find out more information about Internships?**
    - *During the Internship Preparation course, you will learn about various internship guidelines and forms that you will have to complete to be eligible for an internship, and how to set up your one-to–one meetings with your Internship Coordinator.*
    - *Also during your Internship Preparation, you will be introduced to key administrators from the Career Center who will introduce you to NoleNation and provide you with information on how to get the most out of the Career Center.*