

SCHOOL OF BUSINESS AND INDUSTRY (SBI)

ON-CAMPUS INTERNSHIP ELIGIBILITY (Effective: July 24, 2025)

The fulfillment of On-Campus internships can be performed through the following two platforms: On-site or Hybrid. 100% Virtual Internships are not allowed for on-campus internships. The internship platform designation will solely be the decision of the On-Campus Partner offering the opportunity.

SBI's definition of On-site and Hybrid Internships

An On-site internship is performed 100% physically present on-site throughout the internship.

A Hybrid internship is performed at least 51% remotely and no more than 49% physically present on-site throughout the internship. (Negotiable)

REQUIREMENTS FOR INTERNSHIP ACADEMIC CREDIT

- Internship must be paid (Negotiable)
- Internship opportunity must be professional in nature
- Internship opportunity must offer authentic work experience related to the academic major
- Internship duration is no less than 8 weeks in length
- Students must work no less than 300 hours in total while on internship
 - All 300 hours must be completed during one enrolled academic term/semester
- Supervisors must provide a detailed position description aligned with business majors
- Students may only submit one (1) On-Campus internship for academic credit
 - If more than one internship is required for academic credit, it must be their first internship
- Supervisor must complete midpoint and final internship evaluation provided by SBI
- Supervisor expertise and job duties must align with student's internship roles and responsibilities
- Students cannot be supervised by other enrolled students
- Internship can only be Onsite or Hybrid with continuous supervision maintained through duration of the internship
- Must complete a special project with presentation at the end of the term/semester (SBI invited)

REQUIRED DOCUMENTATION AND INFORMATION TO SUBMIT

- Students must complete and submit the **Internship Certification Form Survey** found within the Surveys tab of Rattler's BIZLink.
- (1) Students must submit a **Signed and Dated Offer Letter** from the On-Campus Partner on their **Letterhead** to Rattler's BIZLink with the information listed below:
 - Title of Intern Position
 - Beginning Date and Ending Date
 - Internship Platform (On-site, or Hybrid)
 - Number of Hours Per Week
 - Salary (Paid or Unpaid)
 - Supervisor Name, Title, Telephone Number, and Email Address
- (2) A detailed **Position Description** describing business functions that aligns with student's major