

## SCHOOL OF BUSINESS AND INDUSTRY (SBI) SPRING 2021 INTERNSHIP ELIGIBILITY

The fulfillment of Spring 2021 internships will be through a Virtual or Hybrid platform (ONLY). **No academic credit will be awarded to students that elect to participate in 100% On-site internships.** Therefore, we are also unable to promote and support any career development activities that require travel to an On-site location for Spring 2021.

### **SBI's definition of Virtual and Hybrid Internships**

A Virtual internship is performed solely remotely using various on-line platforms. The intern is never 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.

### **HOW TO COMPLETE INTERNSHIP CERTIFICATION PROCESS REQUIREMENTS FOR INTERNSHIP ACADEMIC CREDIT**

- Internship opportunity must be professional in nature
- Internship opportunity must offer authentic work experience related to the academic coursework and knowledge obtained
- Internship duration is preferably be no less than 10 weeks in length (Negotiable)
- Students should work no less than 300 hours in total while on internship (Negotiable)
- Internship must be Virtual or Hybrid with a company while maintaining continuous supervision

**DEADLINE TO SUBMIT ALL DOCUMENTATION: 5:00 pm (EST), Friday, January 8, 2021**

### **REQUIRED INFORMATION TO SUBMIT**

- Students must complete and submit the **Internship Certification Form Survey** found within the Surveys tab of Rattler'S BizLink.
- Students must submit an **Offer Letter** from the Career Partner on their Letterhead to Rattler'S BizLink with the information listed below.
  - COVID 19 Statement
  - Title of Intern Position
  - Beginning Date and Ending Date
  - Internship Platform (Virtual or Hybrid ONLY)
  - Number of Hours Per Week (i.e. Virtual: 20 hrs or Hybrid: 20 hrs =11 hrs Virtual/9 hrs On-site)
  - Salary (Paid or Unpaid)
  - Supervisor/Hiring Manager Name, Title, Telephone Number, and Email Address
  - Technology Equipment Needed
- Student must provide a **Position Description** from the Career Partner on their Letterhead

**Note: A brief description of role and responsibilities of Intern Position is also acceptable in the Offer letter**

### **INTERNSHIP ACADEMIC CREDIT STATEMENT OF UNDERSTANDING**

- All students must agree to and sign the Internship Academic Credit Statement of Understanding as a part of the Internship Certification Agreement Form Survey.

### **INTERNSHIP CERTIFICATION PROCESS STEPS**

1. Secure internship.
2. Complete and submit the **Internship Certification Form Survey** found within the Surveys tab of Rattler'S BizLink.
3. Upload a copy of your **Offer Letter** to Rattler'S BizLink within the Documents tab, add new, then select Document Type – Student Employment Application, browse to find your file and submit.
4. **If your internship is for academic credit**, once your Internship Certification Form Survey is completed and your Offer Letter is uploaded, expect to receive an acknowledgement within **72 hours** (between 8:00 am - 5:00 pm (EST) on business days only) acknowledging your submission is in review; and you may receive information identifying any missing information or documentation.
5. **Upon verification of your Internship Certification Form Survey and Offer Letter, you will be provided permission to register for your internship via email during the appropriate semester.**