

Internship Criteria & Requirements

Please review student requirements and internship criteria before applying to receive academic credit for your internship on Handshake. Please note all internship applications for academic credit will be reviewed by the CCOB Internship Coordinator, Employer Supervisor, Faculty Sponsor, and CCOB Internship Coordinator before the offered internship can be used for academic credit.

Please note before applying for academic credit all students should have been offered an internship opportunity by an employer. If you have not secured an internship and need help identifying opportunities please contact the Career Development Center at CareerDevelopment@wpunj.edu for assistance with your search.

Student Requirements & Internship Criteria

To be eligible to receive academic credit for an internship in the College of Business, a student must have completed the core course requirement in the requested area:

- Accounting: ACCT 2120
- Economics: ECON 2010 and ECON 2020
- Finance: FIN 3200
- Financial Planning: FIN 3600
- Global Business: either ECON 3700, FIN 4000, MGT 3090, or MKT 3160
- Management: MGT 2000
- Marketing: MKT 2100
- Professional Sales: RPS 2050

GPA/ Credit Requirements

- Attained a GPA of at least 2.5 both overall and in the major
- Attained junior status (59 earned credit hours)

Internship Criteria

- An internship should take place with a company that has an established internship program.
- If a student is currently employed by the organization where the internship will take place, the internship position must differ from current work responsibilities.
- The experience must have specific learning objectives.
- The experience must have a start date and an end date.
- During the duration of the internship student must devote 120 hours of work to receive credit for the internship.
- The Internship must have an employer supervisor who will complete a mid-term and final evaluation.

How to apply to receive Academic Credit for an internship?

Once you have secured an internship please complete the following steps to apply to receive academic credit for your internship:

- Identify a faculty sponsor in the respective department.
- Complete Internship Experience Approval Application on Handshake:
<https://app.joinhandshake.com/experiences>
- Select "Request an Experience" and complete the form for review by CCOB internship coordinator COBInternships@wpunj.edu (See attached Instructions on how to submit an internship experience application on Handshake).