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**Frequently Asked Questions:**

**Internships in Business, Computer Science and Information Systems (BADM/CSC/CIS 494)**

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**Send an email to****deb.tech@dsu.edu****with additional questions or comments.**

### What is an internship?

An internship is a supervised work opportunity for a student. Internships provide an opportunity for students to integrate professional experience into their curriculum. Employers agree to fill staff positions with DSU students, while a student commits to a semester, a summer or longer working for the employer as their employee.

### Will I get paid?

Most internships are paid work opportunities; however this is negotiated between the company and the intern.

###  Why should I do an internship?

 Internships are a win-win situation for the employer, the student and the University. Internships provide excellent opportunities for advancing the quality of performance both in the career workplace and the classroom, as well as advancing the individual student’s career.

Internships benefit the *student* by:

* providing an opportunity to apply coursework in a professional setting
* offering the ability to refine career options
* getting "hands-on" and "real-world" experience
* obtaining work experience that will enhance career success
* securing a potential placement with the employer after graduation
* acquiring additional networks of professional colleagues
* having a higher motivation after returning to the classroom
* gaining additional, high quality professional references

 Internships benefit the *employer* by:

* having the opportunity to acquire additional university students on staff
* previewing and developing potential new staff
* having an advantage over other employers for recruiting DSU students

### When should I schedule an internship?

Most internships occur during the summer between the junior and senior year or during a semester of the junior or senior year. In some rare instances, students can schedule internships as early as the summer after their sophomore year.

### Can you (or DSU) find a job for me?

It is your responsibility to find a job which correlates to your major. However, there are resources available at DSU to assist you. Check out [Career Services](https://dsu.edu/student-life/career-professional-development/index.html) as your first step.

### Will any job work for an internship?

No, you must have a job that strongly correlates with your major. Think of this as an opportunity for an entry-level position in your field. Who knows? It may be the start of a long-term professional relationship.

### How do I find a job?

Start with [Career Services](https://dsu.edu/student-life/career-professional-development/index.html).

After checking with the Career Services, you may need to do more legwork in finding a suitable job. Here are some suggestions:

* Talk to Instructors in your field of study
* Watch the newspaper
* If you're mobile, conduct an internet search
* Network with others that are currently working in your field.
* [Career Services](https://dsu.edu/student-life/career-professional-development/index.html) can provide you with more valuable job search tips.

###  I found a job - now what do I do?

1. Complete the [Application Request Form](https://homepages.dsu.edu/techd/forms/login.htm)
2. Have your work supervisor sign the Application Request
3. Have your Academic advisor sign the Application Request – this will show that your academic advisor agrees that the work relates to your major.
4. Sent the Application Request to deb.tech@dsu.edu (after all others have signed)
5. Once approved, you will be allowed to register for the course.
6. Make course payment before the designated deadline.

You may obtain the approvals via email or via the printed form. If using email for approvals, ‘print' a PDF of the completed application and attach it to your emails to your work supervisor and your academic advisor.

### I can't register - why not?

There is a restriction on this course preventing you from registering until you’ve completed the application and received approval from the internship coordinator.

### How many hours do I have to work to get credits?

You must work 120 hours for each credit hour that you wish to earn.

###  What are the usual number of credit hours of a summer internship?

Typically, students register for a 3-credit hour internship during the summer. This equates to 8 ½ weeks full time work. You may register for more or less credit hours (1-8 credits) if it makes sense for your academic program and you are working the required hours. However, many students do not need more than 3 credit hours for their program.

### How much does it cost to take an internship, per credit hour?

The cost per credit hour is the same as any summer class, plus any applicable fees. You should check with the cashier’s office (256-5133) for exact estimates.

### Are there any requirements that I must complete throughout the summer or at the end of my internship?

During the summer you will keep a weekly journal. Towards the middle or end of the summer you will be required to make a presentation. At the end of the experience, you will complete final documentation. Details can be found on the syllabus.

### What other information is available?

General Syllabus: [https://dakotastateuniversity-my.sharepoint.com/:w:/g/personal/deb\_tech\_dsu\_edu/EWAd09LgyRBKuX5Zf6nVd3QBBl-lcjJWVkp56QinnYG2FA?e=r1P8OG](https://dakotastateuniversity-my.sharepoint.com/%3Aw%3A/g/personal/deb_tech_dsu_edu/EWAd09LgyRBKuX5Zf6nVd3QBBl-lcjJWVkp56QinnYG2FA?e=r1P8OG)

Link to this FAQ document: [https://dakotastateuniversity-my.sharepoint.com/:w:/g/personal/deb\_tech\_dsu\_edu/EQxIoyT5AU9NtLqyG4lj7TwB\_cUgaGS5yhj9yvNekAA8yA?e=fw7Zta](https://dakotastateuniversity-my.sharepoint.com/%3Aw%3A/g/personal/deb_tech_dsu_edu/EQxIoyT5AU9NtLqyG4lj7TwB_cUgaGS5yhj9yvNekAA8yA?e=fw7Zta) For specific details, refer to the syllabus for your semester.

Internship procedure: [https://dakotastateuniversity-my.sharepoint.com/:w:/g/personal/deb\_tech\_dsu\_edu/EXE-RP41zw9PtBQb2hFNsoQBlSSdSNLxcqSPLm3QMlOxow?e=hfF6qZ](https://dakotastateuniversity-my.sharepoint.com/%3Aw%3A/g/personal/deb_tech_dsu_edu/EXE-RP41zw9PtBQb2hFNsoQBlSSdSNLxcqSPLm3QMlOxow?e=hfF6qZ)

Student academic work requirements (journal, presentation, documents): [https://dakotastateuniversity-my.sharepoint.com/:w:/g/personal/deb\_tech\_dsu\_edu/EYxzmI9PIoZChZiHMR8jWO8BtljO941r\_lKAq2kmDGB5aA?e=gTvwTK](https://dakotastateuniversity-my.sharepoint.com/%3Aw%3A/g/personal/deb_tech_dsu_edu/EYxzmI9PIoZChZiHMR8jWO8BtljO941r_lKAq2kmDGB5aA?e=gTvwTK)