

Humboldt State University
School of Business Internship Program
Frequently Asked Questions

There is a significant relationship between internships and jobs. Companies need candidates who can hit the ground running and apply what they learn in the classroom to solve complex problems in the workplace. The Internship Program in the School of Business provides supervised hands-on learning opportunities for undergraduate and graduate business students. The program links classroom business concepts with actual business practice and problems and applies learning to a variety of for-profit and non-profit settings. Qualified interns are eligible for an honorarium and class credit for the completion of the allotted hours of work and all class requirements. In addition, students may be able to substitute this class for a different class a student needs in an effort to not offset timing for graduation. The work will be several job-related duties specific to the assigned site that provide for progressive learning rather than repetitive activity. These projects will be focused on various business activities ranging from business planning to social media assistance to accounting and finance. In addition, these activities should provide meaningful output for the organization.

Prospective Undergraduate Intern FAQs

Do I qualify?

To apply, you need to be an undergraduate student studying Business Administration, you should be either a Junior or Senior, have a 3.0 GPA or higher, and be available to dedicate 180 hours of your spring semester to working hard and providing an amazing contribution to your business and the community.

How do I apply?

You will need to complete the online only application (found on the School of Business website on the Internship tab). After this first step, you then need to submit a physical copy of your DARS report and a professional resume (cover letter optional but desirable) to the School of Business Office (SH 111).

What is expected of me during the internship?

Students are expected to conduct themselves in a professional manner in their internship. Students who are selected as interns enter into their positions as representatives of Humboldt State University. If a student proves incapable of performing his or her job at a certain level of competence and in a professional manner, it could lead to a situation in which the sponsoring organization refuses to accept future interns. For these reasons, it is of utmost importance that you always act with respect and use professional communication with others.

Prospective Graduate Intern FAQs

When would I be participating in this internship?

MBA students intern during the summer starting on June 1st for a length of 90 hours. The internship must be completed before August 1st so that all requirements are met for a summer graduation.

Can I participate in a study abroad program as my graduate internship?

The HSU School of Business encourages culturally enriching and academically meaningful experiences for all our students. Therefore, if you have a desire to take this route, we will work with you to try to accommodate your interests but you are responsible for being an active and educated participant in solidifying this option for yourself.

Can I begin my internship earlier than June 1st? Can I start my internship after the summer semester is over?

We understand that the 2 month timeline set for graduate interns is very limiting. However, there are good reasons for why we have these restriction in place. If you have issues with abiding by this timeline, we can try our best to work with students on a case by case basis. Contact the Internship Coordinator with any questions.