

Undergraduate Marketing Internships

BUS 3001/2/3: 1 credit internship courses open to Juniors and Seniors

Contact: Professor Gloria Penn Thomas
Room 12-256
Phone 646-312-3349
Email: Gloria.thomas@baruch.cuny.edu

If you have an internship question after reading this document, please e-mail it to me at the above address.

BUS 3001, 3002, 3003, 1 credit each (can be taken in succession)

Requirements:

- Marketing and International Business Majors in Zicklin Only
- Must be a Junior or Senior
- No cold calling
- Can take each course only once
- Must be a different internship for each class
- A Blackboard site will be set up for each internship course each semester. It is your responsibility to check it if you are registered.

Process:

- You must obtain your own internship. Two places to look are the Starr Career Development Center: www.baruch.cuny.edu/careers/students/employment and the Weissman Center: <http://zicklin.baruch.cuny.edu/centers/weissman/internships>
- After you have an internship offer, e-mail me *the job description* and a *bulleted list of your duties*, particularly the marketing components. Also indicate which Internship Course you are seeking, and **include your EMPLID in your email so that I can find you in CUNYfirst.**
- Unpaid internships should be no less than 10 hrs/wk. and no more than 15 hrs./wk for 14 weeks (or 140- 210 hours total) while paid internships should be no less than 10 hrs/wk. and no more than 20 hrs./wk (140-280 hours total).
- If I approve of the internship, I will give you permission to register and place a form stating that you are receiving credit for BUS 3001, 2 or 3 in the internship mailbox in the Marketing & IB Department on the 12th Floor.
- **You must register for the internship class to get credit.**
- Registration for internship courses extends past the general registration deadline (as noted on the academic calendar), but you will have to pay a \$15.00 late registration fee if appropriate.
- Students may register for a 1-credit (paid or unpaid) internship for the January winter session or over the summer, if the departmental faculty advisor approves it.
- If you *quit* your internship, be sure to DROP this course, or you will receive an INC that will turn into an F in a semester.
- **After the internship is complete, you must provide me a two to three-page paper on what you did and learned along with a note from your employer stating that you successfully completed the internship. Hard copies of both should be in my mailbox at the end of the semester. I will announce the specific date on Blackboard.**
- **When I get both documents, I will provide a Pass/Fail Grade for the course.**
- **International students are only permitted to take internships during a given semester.** Therefore, a student must be registered for a semester and working during that semester. A student cannot register late in a semester and continue working at the internship after the semester ends.