

03/13/2015

Undergraduate Marketing Internship

MKT 5100- a 3-credit internship open to Seniors only

Contact: Professor Gloria Penn Thomas
Room 12-256
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If you have an internship question after reading this document, please e-mail it to me at the above address.

MKT 5100, 3 credits

Requirements:

- Marketing and International Business Majors Only
- Senior (90 credits)
- Marketing related topics
- No cold calling
- **Students admitted to Zicklin after Fall 2006 cannot use MKT 5100 to fulfil any specific Marketing Department requirements. Other students may use MKT 5100 to satisfy Marketing track requirements as specified in the 2004-2006 Undergraduate Bulletin.**
- **Each semester, MKT 5100 has a *Blackboard* page. If you are registered for this course, it is your responsibility to check it for announcements.**

Process:

- You must obtain your own internship. Two places to look are the 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 that you wish to take MKT 5100. **Please include your EMPLID so that I can find you in CUNYfirst.**
- All 3-credit internships (paid and unpaid) should be no less than 15 hrs/wk and no more than 20 hrs./wk for 14 weeks (or 210-280 hours total).
- If I approve of your internship, I will give you permission to register and leave a form stating that you are receiving credit in the Internship mailbox in the Marketing & IB Department on the 12th Floor of the VC.
- **You must register for the internship class to get credit.**
- Registration for internship courses extends past the deadline for regular registration, as noted in the academic calendar, but you will have to pay a \$15.00 late registration fee if appropriate.
- 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 have to provide me a *three-page paper on what you did and learned* and provide me a *note from your employer stating that you successfully completed the internship*. The due date for each semester will be announced on Blackboard.**
- **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.