

College of Business MBA 295: Academic Internships

The College of Business (COB) is excited to support MBA students pursuing internships for academic credit. Please follow these guidelines to ensure you meet the requirements.

1. **Eligibility Check:** Reach out to your Graduate Academic Advisor to confirm your academic eligibility for the MBA 295 Internship to ensure you meet the requirements below for either domestic or international student:

DOMESTIC STUDENTS:

- Have completed six units of MBA core and/or concentration/elective courses. If you are currently completing your sixth unit you will be eligible for the upcoming semester.
- In good academic standing with a GPA of 3.0 or higher at the start of the Internship.

INTERNATIONAL STUDENTS:

- Be in Active F-1 status
- In good academic standing with a GPA of 3.0 or higher at the start of the CPT Internship.
- Enrolled full-time in Active status for one academic year (two semesters) immediately prior to CPT
- International students, please check with [International Programs and Global Engagement](#) to follow Curricular Practical Training (CPT) requirements, including making sure your employment dates match with academic session dates.

2. **Paid internships Requirements:** Ensure the job description aligns with your educational and career goals. You are also expected to submit your **offer letter** and **Job description** to cbacareer@csus.edu. Paid internships do not require a site agreement so you can skip step #3 below and move to step #4.
3. **Unpaid Internship Requirements:** Ensure the job description aligns with your educational and career goals. You are also expected to submit your **offer letter** and **Job description** to cbacareer@csus.edu. To earn credit for an unpaid internship, it must be with a company that has a **site agreement** with the University.
 - a) **Check the [list](#) of organizations approved by the university:** Find out if your desired company has a site agreement with Sacramento State. The University Community Engagement Center maintains a current [list](#) of companies with site agreements on their website.
 - b) **Request a site Agreement:** If your desired company does **not** have a site agreement, contact the Business Graduate Career Services (BGCS) office at cbacareer@csus.edu. Submit the site agreement form **by the following deadlines:**
 - February 15th - **Summer**

- ☐ April 15th - **Fall**
- ☐ October 15th - **Spring**

4. **Meet with the Appropriate Department Chair:** Faculty supervision for the Internship will be arranged by COB Department Chairs. Identify the correct Department chair based on your industry sector by reviewing the list of [COB Departments](#). Schedule a meeting with the appropriate Department Chair to get assistance with identifying a full-time COB faculty member to supervise your internship.
5. **Application Submission:** After your Faculty Supervisor approves your internship, complete your Student Internship [Application](#), Student Learning [Agreement](#), faculty recommendation [form](#) (any business faculty member can assist), and [Wavier](#) form (paid internships ONLY). **Ensure to SUBMIT these to cbacareer@csus.edu 3 weeks before the Add/Drop deadline.**