



RIO SALADO COLLEGE

A MARICOPA COMMUNITY COLLEGE

Business Internships: General Information

MKT280 – Marketing Internship or

MGT270- Management Internship

INFORMATION AND APPLICATION PACKET

Please contact your advisor with any questions on this internship

APPLICATION DEADLINES:

Your completed application is due two weeks in advance of the first day of class of the start date for which you are applying. Start dates begin each Monday of the fall and spring semester. Summer start dates are available upon request.

An internship is a structured practical experience to which you apply all that you have learned throughout your course work at Rio Salado College. Additionally, an internship should further your knowledge and skill in an area that specifically relates to your current program of study and future career goals. Here are some suggestions on choosing a productive internship:

- Is this an area in which you see yourself working in the future?
- Will the supervisor provide training, guidance, evaluation and a final assessment?
- Is this an area in which you have not previously worked, although it may be related to your current job?
- Can you clearly see and state the benefits of this internship opportunity?
- Will the number of hours and work time comfortably fit into your class/personal schedule?
- Is your job clearly defined and is it challenging enough to keep you busy and learning?

- Is there potential for hire or advancement upon completion of your degree?
- Are there networking opportunities?
- Is a mentorship possible after the internship has ended?

A 3-semester-hour internship requires 240 clock hours of work (80 hours per credit). Internships can be arranged for 1, 2, or 3 credit hours per internship depending on work hours. You may use up to 6 internship credit hours toward approved degrees and certificates. An internship may be a paid or voluntary work arrangement.

You may not have a mentor or supervisor that is a family member, friend, significant other, current Rio Salado College student, or someone with whom you have a relationship that may be seen as a conflict of interest

You must be a currently enrolled Rio Salado student with either freshman or sophomore status and at least a 2.0 GPA or above to be eligible for an internship. Further, the sponsoring organization must be willing to provide training and supervision throughout the semester and complete an evaluation at the conclusion of the internship. Rio Salado College will consider all complete internship applications, but approval is contingent on the student and the sponsoring organization meeting the criteria for an enriching career level experience.

To receive credit for the internship you must complete the following steps:

1. Submit a complete application, proposal and job description;
2. Receive approval from the Faculty Chair's office;
3. Register for the MKT280 or MGT270 class after you receive the schedule line number from the Internship Program Coordinator;
4. Keep a time log of your work hours over the semester;
5. Maintain a timely online journal at the course web page or through the mail with the Internship Coordinator;
6. Complete a self-evaluation paper at the end of the internship;
7. Turn in an evaluation from your work supervisor at the conclusion of the internship.