



# COLLEGE OF BUSINESS

## Internship Requirements

### Who's Eligible?

Students must meet the following requirements to be eligible for an internship opportunity:

Complete at least one full semester at Clayton State University

- Earn a minimum 60 credit hours toward your Bachelor of Business Administration Degree
- Maintain Good Academic Standing
- Be admitted into one of the five College of Business major programs
- Obtain approval from the faculty coordinator

### Completing an Internship

An internship, whether for credit or not, involves completing 150 work hours over a semester. Typically, students fulfill this requirement by working 10 to 12 hours weekly throughout the term. To qualify for an official internship, students must meet eligibility criteria, achieve learning objectives, and submit a completed Internship Learning Agreement Form to the Faculty Coordinator for approval before the term's course registration period ends.

Note: Internship hours cannot start accruing before the term's start date. If an internship spans two semesters (for example, starting in July during the summer semester and ending in October during the fall semester), the Faculty Coordinator will assign an 'Incomplete' grade for the initial term. This 'Incomplete' will be resolved after the internship concludes and the final evaluations are completed in the subsequent term. Such arrangements must be discussed with and approved by the Faculty Coordinator before enrolling in the internship course.

### Accounting Specific Requirements

Students completing an accounting internship must select an accounting faculty coordinator. If you are an undergraduate student, select an Undergraduate Faculty Advisor. If you are a Graduate student, select a Graduate Faculty advisor. They are all listed below.

Select one of the Accounting Faculty Members Below:

#### Undergraduate

- Dr. Lou Orchard - louisorchard@clayton.edu
- Ms. Kate Cotter-Reilly - katecotter-reilly@clayton.edu
- Dr. Anthony Hannah - anthonyhannah@clayton.edu
- Dr. Khamis Bilbeisi - khamisbilbeisi@clayton.edu

#### Graduate

- Dr. Lou Orchard - louisorchard@clayton.edu
- Dr. Anthony Hannah - anthonyhannah@clayton.edu
- Dr. Khamis Bilbeisi - khamisbilbeisi@clayton.edu