



Sinclair  
Community  
College

## Business and Public Services Division Internship Application Instructions Business Internship Program

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Business internship courses provide students with the opportunity to apply what they have learned in the classroom to a hands-on experience in the workplace. Students learn by using classroom skills and knowledge in a supervised setting.

Students in Accounting, Business Information Systems, Computer Information Systems, Management and Marketing can earn academic credit by completing an internship. A 3 credit hour internship requires a student to work 15-20 hours per week for the entire academic quarter.

To begin the application/registration process for the internship course:

**Step 1:** Fill out **Application/Agreement Form** and submit to internship administrative assistant for review.

- If the internship office is closed, please leave this form with your department office:
  - ACC/MAN/MRK, Room 5142
  - BIS/CIS, Room 5111
- Once the application is reviewed, you will be sent an email with your status and instructions on how to proceed.

**Step 2:** IF ELIGIBLE, find internship site. *Eligibility requirements are listed on back of this flyer.*

- Students are responsible for finding their own sites
- Available internship opportunities are posted on the internship website
- Check Career Services ([www.sinclair.edu/services/career/](http://www.sinclair.edu/services/career/)) for regular job postings
- Students are able to set up their own site, as long as it meets the requirements. Information packets are available for prospective internship supervisors.
- Sinclair students already working in a career-related job may use current work experience to meet internship requirements. Internship credit **must be based on new learning** that occurs on the worksite during the academic quarter.

**Step 3:** Have **Worksite Form** completed and signed by internship site supervisor.

**Step 4:** Meet with departmental internship course supervisor. At this meeting, course requirements will be covered and students will receive permission to register.

**Step 5:** Register for departmental internship course

**For application and registration information, contact:**

Melissa Mann  
Administrative Assistant, Internship Office  
Building 5, Room 113  
Phone: 937.512.2769 Fax: 937.512.2437  
[melissa.mann@sinclair.edu](mailto:melissa.mann@sinclair.edu)

**Or visit:** [www.sinclair.edu/academics/bps/intern](http://www.sinclair.edu/academics/bps/intern)

## Course Pre-Requisites

<b>ACC 270</b>	ACC 201 Department Chair Approval
<b>BIS 270</b>	INTERMEDIATE LEVEL MS OFFICE BIS 102, 114, 172, 201
<b>BIS 270 (MEDICAL OFFICE)</b>	INTERMEDIATE LEVEL MS OFFICE BIS 102, 114, 201, 251 HIM 121, 122 <b>OR</b> BIS 136
<b>BIS 270 (PC APPLICATIONS)</b>	INTERMEDIATE LEVEL MS OFFICE BIS 102, 114, 201 CIS 107, 162, 265
<b>CIS 270 (ALL CONCENTRATIONS)</b>	CIS 107, 111
<b>*MAN 270</b>	MAN 205, MRK 201, BIS 160, MAT 122 9 additional credit hours from MAN/MRK courses
<b>*MRK 270</b>	MRK 201, 202, 235, 6 additional credit hours from MRK courses

**\*Must receive a grade of at least a 'C' in all pre-requisite classes to qualify for approval.**

**Internships are typically completed towards the end of an academic program when a student has approximately 60-70 credit hours earned towards the degree. This is to make sure the student has adequate foundational knowledge of the subject to gain the most benefit of an internship experience.**