

## **Penn State Behrend Majors**

### **Graduate Degree:**

Master of Business Administration

### **School of Business:**

Accounting

Business Economics

Business, Liberal Arts, and Science

Economics

Finance

General Business (2 year)

International Business

Management: General or Operations

Management Information Systems

Marketing

### **School of Engineering and Engineering Technology:**

Computer Engineering

Electrical Engineering

Electrical Engineering Technology (2 and 4 year)

Mechanical Engineering

Mechanical Engineering Technology (2 and 4 year)

Plastics Engineering Technology (2 and 4 year)

Software Engineering

### **School of Humanities and Social Sciences:**

Communication and Media Studies

Creative Writing

English: 4 options

General Arts and Sciences: 4 options

History

Letters, Arts and Sciences (2 year)

Political Science

Psychology, B.A., B.S.: 2 options

### **School of Science:**

Biology: 6 options

Chemistry: 5 options

Computer Science

Mathematics: 5 options

Physics: 2 options

Science: B.A., B.S.: 4 options

Ask us about our options/concentrations within these programs: Management, English, General Arts and Sciences, Psychology, Biology, Chemistry, Math, Physics, Science. We also have pre-professional programs in several areas.

This publication is available in alternative media on request.

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# Internships

**An overview for employers**

Interns bring fresh, creative ideas at a nominal cost, and have a lasting effect

**BehrendInterns@psu.edu**  
**pennstatebehrend.psu.edu/recruiting**

### **Career Development Center**

Reed Union Building, first floor

Phone: 814-898-6164

Fax: 814-898-6455

Monday–Friday: 7:30 a.m.–5:00 p.m.

Summer hours: 8:00 a.m.–5:00 p.m.

PENNSTATE



Erie

The Behrend  
College

## What Is an Internship?

An internship at Penn State Erie, The Behrend College is a career-related experience in an organizational setting in which the student may receive academic credit. Internships are often done during the school year in conjunction with classes or as a stand-alone experience in the summer. Time spent at the internship will depend upon the needs of the parties involved. Many Behrend departments require a student to complete 120 career-related work hours to receive 3 credits. Students often work ten to fifteen hours per week during the academic year and ten to forty hours per week in the summer.

## What Is a Co-op?

Co-op students alternate two or three semesters of full-time employment with semesters of full-time course work at Behrend.

## What Are the Employer Benefits?

- Students bring fresh ideas and creativity.
- Employers add part-time, skilled employees to their company at a nominal cost.
- Interns may become potential full-time employees, and often help to promote the company to other prospective employees.
- Interns can assist you with a project that you may not have time to start otherwise.

## What Are the Student Benefits?

- Students obtain valuable, practical experience and insights about the operations of a business.
- They relate classroom training to business situations and apply theory to practice.
- They may earn academic credits, gain work experience and demonstrate skills and knowledge to a potential employer.
- They may receive financial compensation to help defray college expenses.

## Questions?

Call or e-mail 814-898-6164,  
BehrendInterns@psu.edu

## Employer/Site Supervisor Role

Site supervisors are expected to provide quality, career-related experiences through which the student can gain a greater understanding of the profession. Recruiting should begin months before the intern is needed, because students who plan to receive academic credit must have the internship approved. Employers select, hire, supervise, and assist in the evaluation of students. The site supervisor, student, and faculty advisor must outline their expectations. Supervisors should provide guidance and suggest projects.

## Career Development Center Role

The Career Development Center (CDC) provides students information on potential internship sites, and assists with resume writing, interviewing skills, and internship site expectations. The CDC posts the positions to students and may collect resumes for employers. The CDC can also post paid positions that do not qualify as internships. Although the CDC does not prescreen resumes, employers may request that students provide reference lists including faculty names.

## Student Role

Students are expected to take an active role in locating, applying for, and selecting an internship site, as well as completing the requirements for academic credit. They must exhibit professional behavior and appearance throughout the internship. Interns should regularly communicate with their faculty supervisor and internship site supervisor.

## Faculty Supervisor Role

The faculty supervisor assists students in determining eligibility by establishing and evaluating the criteria for receiving *academic credit* according to department requirements. The faculty supervisor may require a signed job description, internship reports, and contact with the internship site supervisor.

## Do I Have to Pay an Intern?

The student may have the right to be paid even if he or she is receiving academic credit. The U.S. Department of Labor classifies some interns as leaders/trainees, and therefore are *not* required to be paid. The following summarizes the guidelines for establishing an *unpaid* internship.

- Interns cannot displace regular employees.
- Interns **MUST** receive relevant training, even if it impedes the work of the organization.
- Training must primarily benefit the intern, not the organization.
- Interns must get hands-on experience with equipment and processes used in the industry.
- A full-time job offer may not be part of the initial intern agreement.

*Adapted from the National Association of Colleges and Employers Legal Seminar.*

Although financial compensation may not always be required, it is helpful in attracting students. **State Work Study** funds may be available to assist with the payment of interns who qualify. To learn about the program, visit [www.pheaa.org/employers/index.shtml](http://www.pheaa.org/employers/index.shtml). Most unpaid students will intern for one semester.

## Beginning the Process

Call the CDC or visit the Web page several months before the intern is needed. Last-minute posting is possible, but not recommended.

Determine:

- The job description, duties, responsibilities.
- Compensation, if any.
- The days and hours required. Flexibility will be very helpful to the student's schedule.
- The duration and frequency of the internship offered.

Complete an online recruiting request and view the Internship Best Practices Guide at site:

[pennstatebehrend.psu.edu/recruiting](http://pennstatebehrend.psu.edu/recruiting)