

How to Apply and Register for an MBA Internship

Caution: Many businesses offer positions that they call internships. However, many of these positions may not qualify as internships for the MBA degree at Boise State University. Most internships are project based with a learning experience equivalent to an upper division elective course. To receive internship credit, Dr. Gary McCain must approve the internship program and mentor. If and when Dr. McCain approves your internship, you must complete the paperwork described below before actual work on the internship begins.

Process:

1. Meet with Dr. McCain to review your objectives and qualifications.
2. Identify internships for which you wish to apply. From time to time the MBA office sends announcements of internship opportunities. For those who have a clear vision of internship learning objectives, an external search for a good fit may be made. Consulting with Dr. McCain can help you choose the internship opportunities that might be right for you.
3. Once you have been offered and have accepted an internship, complete a Statement of Objectives form with the manager who will be your mentor and direct supervisor. Both of you sign the statement.

Statement of Objectives forms are available:

- from the MBA Web site at <http://cobe.boisestate.edu/graduate/student-resources/mba-internships>. Click on "Internships" in the navigation bar at the left side of the screen. Print the PDF of the form (or other documents as needed).
- from Dr. McCain, B306 or Renee Anchustegui, B307.

1. Next, complete the online University internship application form:

<http://career.boisestate.edu> click on [Internship Application for Academic Credit](#)

Fill out the form completely. Some information you will need:

3 credits for 135 to 150 hours of internship work
pass/fail
MBA 590.

Print the form.

Sign the form and have your internship supervisor sign the form.

1. Take both the Statement of Objectives that you completed with your internship supervisor and the printout of the online University internship application form to Dr. McCain for his review and signature.
2. Take the signed application form to the Registrar's Office. The Registrar's Office will use the form to register you for the internship. Be sure to take care of registration fees, if any.
3. Finally, you must complete the on-line internship orientation workshop and give the printed quiz results to Dr. McCain within a week of registration.

This workshop takes about an hour, so be sure to plan enough time. If you stop in the middle of the workshop, you will have to start over later.

To take the workshop online, go to:

<http://career.boisestate.edu> click on [Internship Application for Academic Credit](#) and follow the instructions

Print your quiz results and give it to Dr. McCain.

You may also take the workshop in person at the Career Center. Call 426-4351 for times.