

How to Apply and Register for a Marketing Internship

Caution: Many businesses offer positions that they call internships. However, the university or the Department of Marketing and Finance may not grant university credit for the experience. Or, some internships may only qualify for lower division credit. To receive internship credit, Dr. McCain's 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 the internships for which you wish to apply. Review specific internship descriptions in the internship book kept in the faculty mailbox shelves. Consulting with Dr. McCain can help you choose the internship opportunities that might be right for you.
3. Use the company contact information from the internship list to apply for the internships in which you are interested. Handouts of the list are on the bulletin board in the hall outside the department office. A copy of the list is inside the front cover of the internship book. If the internship in which you are interested is not on the list, see Dr. McCain
4. 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 department Web site at <http://cobe.boisestate.edu/marketingandfinance> 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, or his assistant, Sue Ellis, B306.

5. 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 hours of internship work
 - pass/fail
 - Mktg 493 for upper division credit (most common) OR Mktg 293 for lower division credit (rare).
 - Print the form.
 - Sign the form and have your internship supervisor sign the form.
6. 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.
 7. 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.
 8. Finally, you must complete the on-line internship orientation workshop and give the printed quiz results to Dr. McCain the same week.

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.