

Prerequisites for the Internship Course (498C)

- Pass Upper Division Writing Exam
- Pass BUS 302 & BUS 302L *Courses cannot be taken concurrently with the internship course
- Pass your Major Core Course & GPA requirements, if applicable

- | | |
|--|--|
| • Management Majors | MGT 360 with a "C" or higher |
| • Marketing Majors | MKT 304 with a "C" or higher |
| • Finance Majors | FIN 303 |
| • Business Law Majors | BLAW 280 + 3.0 CSUN GPA min |
| • Information Systems Majors | Go to IS Department BB3123 |
| • Accounting Majors | Go to ACCT Department BB3123 |
| • Systems & Operations Management Majors | Pass Upper Division Writing Exam |
| • Economics Majors | Pass Upper Division Writing Exam <u>only</u> |
| • Entrepreneurship Minors | Pass Upper Division Writing Exam <u>only</u> |

- Attend one (1) mandatory Internship Orientation Workshop at the Career Education & Professional Development Center (CEPD). You can register for a workshop on Handshake.

The workshop provides:

- An overview of the internship course and the parameters of the course
- Approval process and how to obtain a permission number
- Tips and strategies that will be beneficial in acquiring an internship

- Complete Post-Workshop survey to receive Internship Experience access

- Report internship on Handshake

- Login to your Handshake account
- Click "Career Center" and select "Experiences"
 - Select "Request an Experience" and fill out application
 - Attach **Offer Form** to Experience after it's created

For more information on the Career Education & Professional Development Center, please go to <https://www.csun.edu/nazariancepd>.

You may also call (818) 677-4697 or email us at business.internships@csun.edu.

Bookstein Hall 2234

Monday-Tuesday 8:30am-5:00pm

Wednesday-Thursday 8:30am-7:00pm

Friday 8:30am-4:00pm

**Office hours are subject to change*