

Undergraduate Marketing Internships

- BUS 3001/2/3 -

Winter, Spring, 2007

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If you have an internship question after reading this document, please e-mail it to me at the above address or leave a detailed voice mail with a call back number. **Please do not ask Professors in adjoining offices about internships.** If there is an internship emergency, see Gaynelle, the Marketing & IB Department secretary on the 12th floor, and she can get in contact with me. Also, you can arrange a meeting with me via e-mail or voice mail. I respond to most emails in a few hours when I am not commuting to and from school.

BUS 3001, 3002, 3003, 1 credit each

Requirements:

- Marketing Majors Only
- Junior or Senior
- Marketing and non-marketing related topics
- No cold calling
- Can take each course only once
- Must be a different internship for each class

Process:

- You must obtain your own internship. Two places to look are the Career Development Center: www.baruch.cuny.edu/careers/students/employment and the Weissman Center: <http://zicklin.baruch.cuny.edu/centers/weissman/internships>
- After you have an internship offer, e-mail me 5-6 bullet points that describe the internship, particularly the marketing components. Also indicate which Internship Course you are seeking. Please include all previous emails with each new one (it saves me a lot of time).
- Unpaid internships should be no less than 10 hrs/wk. and no more than 15 hrs./wk while paid internships should be no less than 10 hrs/wk. and no more than 20 hrs./wk.
- If I approve, go see Gaynelle, the Marketing & IB Department Secretary on the 12th Floor Marketing Department, and fill out paperwork. One form is for our records and the other is for you to take back to your employer stating that Baruch will give credit for your internship.
- After Gaynelle has your completed forms, she will e-mail me and I will electronically give you permission to register (approximately one day).
- **You must register for the internship class to get credit.**
- Registration for internship courses extends to (date*), but you will have to pay a \$15.00 late registration fee if appropriate.
- Students may register for a 1-credit (paid or unpaid) internship for the January winter session, if the departmental faculty advisor approves it and is willing to be available during January.
- **After the internship is complete, you have to provide me a three-page paper on what you did and learned and provide me a note from your employer stating that you successfully completed the internship.**
- **A few examples of papers can be viewed at:** <http://ereserve.baruch.cuny.edu/eres/coursepage.aspx?cid=1219&page=docs>
- **When I get both documents, I will provide a Pass/Fail Grade for the course.** If I have to submit grades before your internship is complete (this occurs in many cases), I will give you an incomplete and do a grade change when I get the required items.
- **International students are only permitted to take internships during a given semester.** Therefore, a student must be registered for spring and working during the spring semester. A student cannot register late in the spring and continue working at the internship after the semester ends.

*Please contact professor for the date