

# GCC Business Division Internship

## **BUSAD 50**

## **CABOT 50**

## **MOA 50**



### **What is an internship?**

An internship is work experience that provides students, recent graduates, and career changers with opportunities to explore various career fields and interests (*for BUSAD 50: project management, human resources, marketing, advertising, sales, and finance. For CABOT 50: secretaries, office workers, and administrative assistants. For MOA 50: medical office administrators, medical secretaries, or administrative assistants*). Internships can be part-time (most common) or full-time, paid or unpaid, and are offered by a wide variety of businesses and organizations.

### **Benefits of an internship:**

- Narrow your career choices and focus career goals.
- Gain insight about a specific industry or career field.
- Great way to build your professional network.
- Opportunity to gain valuable transferable skills.
- Make you more marketable for jobs and graduate and/or professional schools.
- Help you apply what you learn in the classroom to the workplace.

According to the National Association of College Employers (NACE), 70% of employers say that they hire their interns for full-time positions after graduation before looking elsewhere!

### **Credit Units/Hours Worked**

<p>You may earn 1, 2 or 3 units of credit for this course. Per the Title V California Code of Educational Regulations for Community Colleges, credit is given for work experience as follows; <b>To receive</b></p>	<p><b>You must work</b></p>
<p>1 Credit Unit</p>	<p>60 hours if unpaid – 75 hours if paid</p>
<p>2 Credit Units</p>	<p>120 hours if unpaid – 150 hours if paid</p>
<p>3 Credit Units</p>	<p>180 hours if unpaid – 225 hours if paid</p>