

Academic Internship Program

Information Session for BAS Degrees School of Business and Technology



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Center for Career Connections, U 304



Internship Experience Classes

EXPRL 490 & 491

Benefits of an internship

- Apply knowledge and skills learned in the classroom to real world experiences in a business or organization
- Develop new knowledge and skills
- Network with professionals in your field
- Gain a work experience to add to your resume that demonstrates your abilities and strengths



Earning Credit for Internship Experience Classes EXPRL 490 & 491

How credit is earned

- **Each class is 5 credits**
 - 1 credit = 50 internship work hours
 - 5 credits = 250 internship work hours
 - 10 credits = 500 total internship work hours
- 5 credits EXPRL 490 for Data Mgt/BI & Bus. Mgt & Tech
- 10 credits for Software Dev/AI & Cybersecurity
- All hours earn at the internship site; no on-campus or virtual classes (will be 1:1 meetings – virtual or in person – with internship coordinator)
- EXPRL 490/1 take the place of capstone classes

Options for Earning Credit

Internship Experience Classes

EXPRL 490 & 491



Options to Earn Credit

Option 1: Spread over 2 quarters

Example: 5 credits Winter (EXPRL 490) & 5 credits Spring (EXPRL 491)
usually 25 work hours each week of term

Option 2: Both classes combined in one quarter (10 credits)

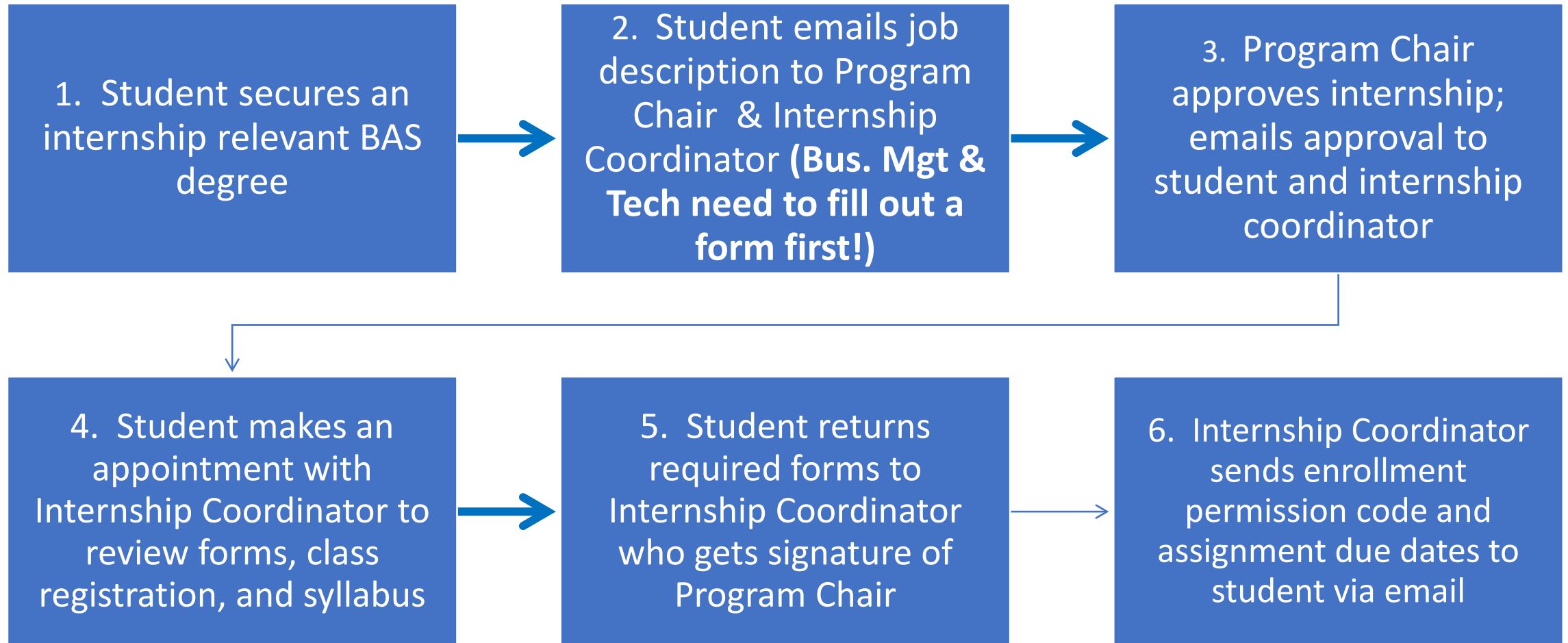
EXPRL 490 & 491 taken together, typically summer
40 work hours each week of term

Criteria for Internship Approval

- Final year students can apply AKA “rising senior” (eligible after completing 1st year of classes)
- Internship must be relevant to students’ field of study
Scope of work should allow the student to demonstrate technical competency and apply learning from courses taken in BAS program
- Internship can be paid or unpaid
- Intern must be supervised by an industry professional employed by the company



Approval and Enrollment Process



EXPRL 490 & 491 Curriculum

Support for interns

- Faculty Advisor – Reviews and grades all biweekly journals
- Internship Coordinator – manages EXPRL 490/1 curriculum; meets with students 3xs a term and grades all other assignments
- Internship Supervisor – Oversees intern's work at internship site

Examples of Assignments

- Learning Objectives
- Biweekly reflection journal entries
- Resume update
- Career Coaching Sessions
- Time sheet
- Evaluations: Employer evaluates student; student evaluates internship site



Strategies to Prepare for Internship



- Update your resume; Make an appointment with Internship Coordinator or a Career Specialist in Center for Career Connections to review resume
- Activate your free Handshake Account; Set up job alerts on job search sites: (Handshake, [Indeed.com](https://www.indeed.com), [LinkedIn.com](https://www.linkedin.com), ZipRecruiter)
- **Internship Coordinator posts internships to program communication channels**
- Do internet search for companies; visit company career pages to search for opportunities
- Contact your network letting them know you are seeking an internship in your field
- Set up informational interviews
BC Alumni, co-workers, professors, neighbours, friends, mentors

Contact

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How to make an appointment:

- From BC main webpage type “Internship” into search bar
- Scroll down to “Academic Internship Program” and click on it
- Click on “make an on-campus appointment” or “make an online appointment” (boxes on left side of screen)
- This takes you to a booking page. Click on “Academic Internship Program” and make an appointment that fits your schedule



