

Willamette MBA students provide valuable insights, support and assistance to business, government and non-profit organizations around the world. To create a mutually beneficial relationship between your organization and a Willamette MBA student, please contact the MBA Career Management team.



**For more information**

Beth Ursin  
Director of Career Management  
eursin@willamette.edu  
503-370-6167  
willamette.edu/mba/employers



**WILLAMETTE UNIVERSITY**  
ATKINSON GRADUATE SCHOOL OF MANAGEMENT

Portland and Salem, Oregon  
503-370-6167  
willamette.edu/mba/employers

**MBA Career Management**  
PERFECTING PARTNERSHIPS. SHARING SUCCESS.



**Internship Program**

[willamette.edu/mba/employers](http://willamette.edu/mba/employers)



---

## Connecting Internships with Students

To attract the largest pool of candidates for a summer internship, we suggest that you provide a description of your internship project(s) by the end of the fall semester or early in January. We encourage you to get involved with our career programming to get to know the potential applicant pool and for students to better understand your organization. On-campus recruiting is available for internships.

## Internship Schedule

Summer Term: Mid-May through late August

Fall Semester: Late August through mid-December

Spring Semester: Mid-January through mid-May

(Note: Students may take up to three semesters of internships for credit)

---

## Internships: Where Exceptional Students Connect with Extraordinary Opportunities

Willamette MBA students bring the motivation, curiosity and knowledge necessary to help your organization achieve its goals and objectives. Internships provide a unique opportunity for the student and the employer to engage in a mutually beneficial relationship. Employers gain added talent and support while students add valuable experience to their resume.

## What makes a great internship?

MBA internships are typically project based. You might think of interns as consultants that can bring an outside perspective to your organization. Sample projects might include a feasibility study of entering a new market, the preparation of a financial forecast or budget, the analysis of an organization's or a building's carbon footprint or a recommendation on ways to reduce and save an organization money.

Most students seek paid internships, although the amount of pay isn't as important as the quality of the project and potential career paths. Students want to have an impact on the organization, and having an opportunity to meet senior management or present projects make internships more attractive.

## The Process

Students who take an internship for credit are required to develop a position plan within their first couple of weeks on the job. This position plan outlines the project(s) they plan to work on and a timeline for completion. Mid-semester, career management or faculty internship supervisors will connect with you to make sure the project is moving along smoothly. Ideally this will involve a site visit to your organization. At the end of the internship experience, supervisors are asked to complete a formal performance review of the student and a short survey online providing key information to the faculty curriculum committee.

During the summer, a typical internship is 40 hours per week and 10-12 weeks in length. In the fall or spring semesters, most students work 10-20 hours per week. The minimum requirement for credit is 135 hours.

## Projects

A number of faculty teach experiential classes, where they encourage students to seek real world projects. If you are open to small groups of students working on projects or using your organization/industry in a case study, please contact the Career Management office to connect with a faculty member.

