



THE BELLARMINE INTERNSHIP GUARANTEE:

# Business Administration

**Bellarmino cares deeply about what happens after you graduate. We made the Internship Guarantee to help ensure your success now and in the future. Here are some ways to gain experience in your field:**

## Explore your career interests

- Register for BU199 Career Pathways Exploration, a 1-credit, 7-week course offered fall and spring to discover areas of interest in your major.
- Add a BU250 Community-based Learning Practicum, a 1-credit, 30-hour work experience with a nonprofit organization connected to a complimentary course.

## Prepare for your internship experience

- Meet with the Career Development Center to explore internship opportunities and prepare your application materials.

## Earn credit towards your degree

- Take BUSA444, a 3-credit hour internship course and gain a minimum of 90 hours of relevant work experience in your field.
- *Completing your internship over the summer?*  
BUSA444 is a corequisite to receive the summer internship scholarship. Complete your BUSA444 3-credit course requirement for just \$400!

**Experience matters!  
Nearly 70% of  
internships lead to  
full-time job offers!**

# Connecting Students to Career

## Some Employment Areas in

### Business Administration:

1. Programming
2. System Development
3. Network Technology
4. Database Administration
5. Internet
6. Education
7. Technical Support
8. Artificial Intelligence
9. Software Developer
10. Cybersecurity

## Top Companies that Hire Bellarmine Talent:

1. Brown Forman
2. Churchill Downs
3. El Toro
4. GE Appliances, a Haier Company
5. Humana
6. LG & E
7. Northwestern Mutual
8. Papa Johns, Inc.
9. UPS
10. YUM! Brands

## PLAN AHEAD!

- **Reflect** on your goals for an internship. How will this experience contribute toward your personal, educational and professional goals?
- **Discuss** your internship plans with your faculty advisor to determine the best semester to take your required BUSA444 internship course.
- **Meet** with the Career Development Center to explore internship opportunities and prep your application materials.
- **Review** internships posted on Handshake, visit employer websites, or attend a Career Center Event to meet with employers actively hiring in your field of study.
- **Apply** early. Depending on an employer's hiring timelines, internships can take up to three months to finalize.
- **Enroll** in your internship course. Once you've secured your experience, complete the Internship Application & Proposal in Handshake. *See the Career Center or your faculty sponsor for details.*

## COMPLETE YOUR APPLICATION & PROPOSAL IN HANDSHAKE:

Once enrolled, your application & proposal will provide important details to your faculty about your experience. Writing learning outcomes is the most important part of the application, so take your time and be thorough in your response. Identify 3-5 learning outcomes, then provide examples as to how each learning outcome selected relate directly to the responsibilities included in the job description of your internship. Business Administration department learning outcomes include:

- Will demonstrate knowledge of core business functions.
- Will demonstrate the ability to recognize and analyze ethical problems and view business as having social responsibilities.
- Each student must demonstrate the ability, through clarity, content and composition, to convey information to others in written communication.
- Each student must demonstrate the ability to recognize increasing globalization, and its impact on business practices.
- Students shall be able to express themselves clearly and professionally in oral presentations.