



JONES COLLEGE OF BUSINESS

Business Administration Management/Entrepreneurship Intern Program

Thank you for your interest in the Internship Program. Below you will find some answers to common questions about our program. Please contact Amelia Bozeman at Amelia.Bozeman@mtsu.edu if you have any additional questions.

Frequently Asked Questions

1. When should I apply?

If you meet the Internship Program Guidelines, contact Amelia Bozeman (Amelia.Bozeman@mtsu.edu) the semester before you plan to register to complete the required forms and get approval. While you can take the internship any semester, many students prefer summer or lighter course loads to focus on the experience. Consider scheduling it close to graduation and being available full-time, as it may lead to a long-term opportunity.

2. I have been e-mailing potential employers and asking about openings, but no one is hiring.

Instead of asking small business owners, “Do you have any openings?”—which often leads to a “no”—focus on identifying their problems. Many entrepreneurs lack key plans such as marketing, training, or disaster preparedness. A better approach is to ask questions like, “Are you happy with your sales?” Their answers can reveal needs you can help address, creating internship opportunities. In short, don’t ask about openings—ask about challenges.

3. How do I sign up?

If you already have an employer in mind, start by completing the fillable application form on our web page. You will also need the Employer Data Application form. Both forms are simple and direct, primarily contact information and a description of the duties that you will be fulfilling.

After these forms are completed, return them to the Internship Coordinator by email, fax, or in-person delivery. The Internship Coordinator will approve the forms if they fulfill the appropriate criteria (mainly, is this a legitimate position that will help you advance in your career). After the application forms are approved, a permit will be placed on your records and an email with detailed registration instructions will be sent to your MTSU email.

4. Must I pay for this class? How many academic hours will I earn?

Yes, you must follow the instructions in the email, register for this class, and pay for it just as you would any other course. This course is for 3 hours of academic credit.