How Do I Register for BUS 399 Internship for Credit?

FIRST... Students need to seek out SUPERVISING FACULTY (someone in their department they would like to work with)

In order to obtain an internship, students need to fill out THREE forms (all found on SoB website under “Internships”):

- Records and Registration’s “Internship Enrollment Form”
  - Requires signatures of student, supervising faculty, chairperson, and Assistant Dean Tammy Germana in the Dean’s Office.
- School of Business’ “Student Agreement Form”
  - Requires signatures of student and supervising faculty
- School of Business’ “Employer Agreement Form”
  - Requires signature of student, employer, and supervising faculty

CHAIRPERSON WILL WANT TO SEE ALL FORMS SIGNED BEFORE THEY WILL SIGN!! Once student obtains signature of chairperson, please bring all forms to the School of Business Main office (Room 114) and leave for final approval.

- Place in INTERNSHIP bin on front desk.
- Assistant Dean Germana will review and sign off on paperwork.
- You will be emailed when the internship has been approved and to pick up a copy for your records.
- Original paperwork will be mailed to Records and Registration and you will be manually registered for BUS 399.

After the initial paperwork, what does the student have to hand in to the faculty supervisor?

- Weekly time sheets
- Midterm writing assignment signed by student and supervisor (4 pages- explained on SoB site)
- Final writing assignment signed by student and supervisor (6 pages- explained on SoB site)
- Employer evaluation of student
- Student evaluation of internship (online Qualtrics form)

Please note...

- Internships are graded Pass/Unsatisfactory
- All internship forms must be delivered to Records and Registration no later than the end of the Add/Drop period
- Students who wish to intern for credit during the summer are required to pay college tuition