

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, then chairperson
- ✓ 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 all forms are signed, bring them to School of Business Main office (Room 114):

- ✓ Copies will be made for you, the supervising faculty, and Career Services
- ✓ Original will be given back to you to personally deliver to Records and Registration (Green Hall 112)
- ✓ Records and Registration will manually register you 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 form genie)

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