**COLLEGE OF BUSINESS GUIDELINES FOR REGISTERING FOR INTERNSHIP CREDIT:** May 2015

Business Career Services, 1320 Gerdin Business Building, Ames, IA  50011, 515-294-2542, Director, Kathy Wieland, wielandk@iastate.edu

**IF YOU HAVE LESS THAN 60 CREDIT HOURS AND/OR ARE A PRE-BUSINESS MAJOR:**
And are working a FULL-TIME internship or co-op for spring, summer or fall you may:

**Sign up for BUS AD 398 (R-credit)**

**What does BUS AD 398 do?**
- Gives you an R-credit which is a transcript notation
- Keeps you a full-time student during fall and spring so that student loans do not come due and current health insurance status can be maintained
- Requires no tuition or fees
- If you are an international student, allows you to be granted Curricular Practical Training for off-campus work
- If you are an international student, you will be required to pay your health insurance premium for the semester
- Can be taken for up to 1 semester and 1 summer consecutively
- Can be taken with up to 3 credit hours of additional coursework (of course, you pay tuition for that credit)
- Internship/co-op must be full-time and a minimum of eight weeks in length

**How do I sign up for BUS AD 398?**
- Inform Kathy Wieland in 1320 Gerdin Business Building of your internship plans
- Pick-up the Learning Contract at that time
- Return the fully completed Learning Contract in **advance of the start of the term** to 1320 Gerdin Business Building and we will add the course for you

**OR sign up for BUS Ad 291 (1 credit hour)**

**What does BUS AD 291 do?**
- Gives you 1 credit hour of **ELECTIVE** credit
- You must pay tuition for this credit (and in the summer, 1 credit costs the same as 2 credits)
- If you are an international student, allows you to be granted Curricular Practical Training

**How do I sign up for BUS AD 291?**
- Inform Kathy Wieland in 1320 Gerdin Business Building of your internship plans
- Pick up a Learning Contract at that time
- Complete the contract with your site supervisor
- Identify a College of Business Faculty Member who will sponsor you on the internship site
- Determine with your faculty sponsor what the **METHOD** of evaluation will be (i.e. What is the academic component?) and **HOW MANY** credit hours it is worth
- Return the fully completed Learning Contract in **advance of the start of the term** to 1320 Gerdin Business Building and we will add the course for you
- Internship/co-op may be **full or part-time and a minimum of eight weeks in length**

If you have less than 60 hours and/or are Pre-business and working a PART-TIME internship, your only credit option is to do BUS AD 291, not BUS AD 398. See BUS AD 291 above.

**THINGS TO REMEMBER:**
- **YOU NEED TO SIGN-UP FOR INTERNSHIP CREDIT PRIOR TO THE START OF THE INTERNSHIP**
- **YOU MUST SIGN-UP FOR INTERNSHIP CREDIT PRIOR TO THE END OF THE FIRST WEEK OF CLASS IN EACH SEMESTER**
- **IF YOU HAVE GAINED AN INTERNSHIP IN THE MIDDLE OF THE SEMESTER AND CREDIT IS REQUIRED, SEE BUSINESS CAREER SERVICES.**
- **IF YOU ARE AN INTERNATIONAL STUDENT, YOU MUST SIGN UP FOR INTERNSHIP CREDIT IN ORDER TO BE GRANTED A WORK PERMIT FOR OFF-CAMPUS EMPLOYMENT**
- **IF YOU NEED HELP, PLEASE CONTACT KATHY WIELAND IN BUSINESS CAREER SERVICES, 294-2542 OR wielandk@iastate.edu**
COLLEGE OF BUSINESS GUIDELINES FOR REGISTERING FOR INTERNSHIP CREDIT:
Business Career Services, 1320 Gerdin Business Building, Ames, IA 50011, 515-294-2542, Director, Kathy Wieland, wielandk@iastate.edu

IF YOU HAVE MORE THAN 60 CREDIT HOURS AND ARE A DECLARED MAJOR:
And are working a FULL-TIME internship or co-op for spring, summer or fall you may:

Sign up for BUS AD 398 (R-credit)
What does BUS AD 398 do?
• Gives you an R-credit which is a transcript notation
• Keeps you a full-time student during fall and spring so that student loans do not come due and current health insurance status can be maintained
• Requires no tuition or fees
• If you are an international student, allows you to be granted Curricular Practical Training for off-campus work
• If you are an international student, you will be required to pay your health insurance premium for the semester
• Can be taken for up to 1 semester and 1 summer consecutively
• Can be taken with up to 3 credit hours of additional coursework (of course, you pay tuition for that credit)
• Internship/co-op must be full-time and a minimum of eight weeks in length

How do I sign up for BUS AD 398?
• Inform Kathy Wieland in 1320 Gerdin Business Building of your internship plans
• Pick-up the Learning Contract at that time
• Return the fully completed Learning Contract in advance of the start of the term to 1320 Gerdin Business Building and we will add the course for you

OR sign up for BUS AD 491 (1-3 credit hours)
What does BUS AD 491 do?
• Gives you 1-3 credit hours of ELECTIVE credit
• You must pay tuition for this credit (and in the summer, 1 credit costs the same as 2 credits)
• If you are an international student, allows you to be granted Curricular Practical Training if a part-time internship

How do I sign up for BUS AD 491?
• Inform Kathy Wieland in 1320 Gerdin Business Building of your internship plans
• Pick up a Learning Contract at that time
• Complete the contract with your site supervisor
• Identify a College of Business Faculty Member who will sponsor you on the internship site
• Determine with your faculty sponsor what the METHOD of evaluation will be (i.e. What is the academic component?) and HOW MANY credit hours it is worth
• Return the fully completed Learning Contract in advance of the start of the term to 1320 Gerdin Business Building and we will add the course for you
• Internship/co-op may be full or part-time and a minimum of eight weeks in length

If you have more than 60 hours and are a declared major working a PART-TIME internship, your only credit option is to do BUS AD 491, not BUS AD 398. See BUS AD 491 above.

THINGS TO REMEMBER:
• YOU NEED TO SIGN UP FOR INTERNSHIP CREDIT PRIOR TO THE START OF THE INTERNSHIP
• YOU MUST SIGN UP FOR INTERNSHIP CREDIT PRIOR TO THE END OF THE FIRST WEEK OF CLASS IN EACH SEMESTER
• IF YOU HAVE GAINED AN INTERNSHIP IN THE MIDDLE OF THE SEMESTER AND CREDIT IS REQUIRED, SEE BUSINESS CAREER SERVICES.
• IF YOU ARE AN INTERNATIONAL STUDENT, YOU MUST SIGN-UP FOR INTERNSHIP CREDIT IN ORDER TO BE GRANTED A WORK PERMIT FOR OFF-CAMPUS EMPLOYMENT
• FIN 499 IS INTERNSHIP CREDIT IN THE MAJOR MANAGED BY THE DEPARTMENT. FINANCE MAJORS, BE AWARE OF THAT OPTION
• IF YOU NEED HELP, PLEASE CONTACT KATHY WIELAND IN CAREER SERVICES, 294-8419 OR wielandk@iastate.edu