

IVY COLLEGE OF BUSINESS

GUIDELINES FOR REGISTERING FOR INTERNSHIP CREDIT

Noteworthy:

- If you are an Ivy College of Business student who has completed a minimum of one semester, there are two internship credit options BusAd 398 or BusAd 391A/B.
- Any internship must be a minimum of eight weeks in duration.
- Students need to sign up for internship credit prior to the start of the internship and term.
- If a student has gained an internship in the middle of the semester and credit is required, see BCS.
- If an international student, internship credit is required for a work permit for off-campus employment.

BusAd 398

Full-time internship and co-op ONLY

- Transcript notation as "R" credit
- Student maintains full-time during fall or spring, student loans do not come due
- Incurs no tuition or fees
- Can be taken for up to 1 semester and 1 summer consecutively
- Can be taken with up to 3 credits of coursework (tuition bearing)

If international student:

- Allows to be granted Curricular Practical Training for off-campus work
- Student required to pay health insurance premium for the semester

BusAd 391 A or B

BusAd 391A - Domestic Internship

BusAd 391B - International Internship

Full-time OR part-time internship

- 1 credit hour of ELECTIVE credit (S/F)
- Student must pay tuition&fees for this credit
- Requires academic component - a 3-5 page paper upon completion
- Submit the above paper into the Canvas course shell by the Monday of Finals Week at 5:00 pm. Assignment details can be found in the Canvas course shell
- At the end of the term, the paper is graded by a Career Coordinator, then the Career Coordinator reports the S/F grade via AccessPlus

If international student:

- Allows to be granted Curricular Practical Training if in a part-time internship

Course Registration & Completion Process:

1. Student meets with a Career Coordinator (make an appt through Navigate)
2. Student receives electronic Learning Contract to be filled out by the student and signed by supervisor, student and Career Coordinator
3. Upon receipt of completed Learning Contract, student is enrolled into Canvas shell for the appropriate course by Career Coordinator
4. *If 391A or B* - completion of the academic component before the end of the semester in Canvas