

# REGISTERING FOR INTERNSHIP CREDIT

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## 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 3980 and BUSAD 3910A/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 academic term.
- If an international student, internship credit is required for a work permit for off-campus employment.

## BUSAD 3980:

Full-time internship and co-op

- At least 37.5 hours/week
- Transcript notation as 0 credit
- Student maintains full-time status during fall or spring, student loans do not come due
- Incurs no tuition or fees
- Can be taken for up to one semester and one summer consecutively
- Can be taken with up to three 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 3910 A or B:

BUSAD 3910A - Domestic Internship

BUSAD 3910B - International Internship

Full-time or part-time internship

- One credit hour of elective credit, graded S/F
- Student must pay tuition and fees
- Requires academic component - a three to five page paper upon completion
- Student submits the above paper into the Canvas course shell by Monday of Finals Week at 5:00 pm.
- At the end of the term, the paper is graded by a Career Coordinator, then the Career Coordinator reports the S/F grade

If international student:

- Allows to be granted Curricular Practical Training for off-campus work if in a part-time internship

## Course Registration & Completion Process:

1. Student meets with a Career Coordinator (make an appointment through Navigate).
2. Student receives an electronic Learning Contract, fills it out, and returns it to the Career Coordinator.
3. Career Coordinator routes the completed Learning Contract to the student and supervisor for electronic signatures.
4. Upon receipt of signed Learning Contract, student is enrolled into Canvas shell for the appropriate course by Career Coordinator.
5. If 3910A or B - completion of the academic component is required before the end of the semester in Canvas.