

# Academic Internship

(Faculty and Staff Information)

Academic internship courses were created for each department to provide an avenue for students to receive academic credit for a supervised internship. Each department has a corresponding academic internship course number (6A:199, 6B:199, 6E:199, 6F:199, 6J:199, 6K:199, 6M:199, and 6T:199). Business students participating in the Washington Center Internship Program need to see Dave Fitzgerald, E324 Pomerantz Center. They will initially register for 409:822:001 and then, after they complete the course, the credit is transferred to 6B:199 if they are business majors and 6E:199 if they are economics majors in the College of Liberal Arts and Sciences.

Students may or may not be receiving a salary in addition to the academic credit. Departments may determine that they do not want students to get double credit (i.e., get paid and get credit) or may require extra work if the student is also getting paid (see below). The goal is to allow students to get academic credit for working for an employer or doing service learning or community service related to the student's academic career. Some students may already have an internship when they come to you for supervision. Other students may want to find an internship, and they should begin with the Pomerantz Career Center, C310 Pomerantz Center (335-1023). Students who do not want or need academic credit for an internship should be referred to the Career Center in order to register for the "000" transcript notation.

**If business students want or need to receive academic credit**, they first need to identify a faculty member who will supervise their internship. We are advising students to ask faculty whom they know or to go on the web and look at the department web sites to learn more about the research areas of each faculty member. Students are **not** advised to go to the department office to have faculty identified, but this may happen.

## Faculty members supervising internship students should:

Have an initial meeting with the student during which expectations for the academic project portion of the internship are discussed and documented. Students will need to submit a written report at the end of their experience; content, length, and format will be pre-determined by the faculty member. Faculty members should keep a copy of the agreed upon expectations and make a copy for their students. If the student is enroll in an academic internship outside of their major (i.e., a marketing major asking to take 6F:199), they must have that approved through the Undergraduate Program Office first (send them to W160 PBB). One of the advising staff can then verify if they have already completed additional academic internship credit under another department (a maximum of 3 s.h. is allowed with the exception of accounting and Washington Center students).

Require the student to contact you at least once during the internship to discuss how the academic project is progressing and whether any adjustments need to be made. Additional contacts by email, phone, or in person are encouraged.

Final written reports are due to the faculty member at the end of the semester on the day that was stated in the original expectations agreement. Letter grades must be assigned for Business Administration, Finance, Marketing, Management and Organizations, and Entrepreneurship. Grades of Satisfactory/Fail are assigned for Accounting, Management Information Systems, and Economics.

**Outlined below is information that appears on the student information sheet for registering for an academic internship:**

**To find a supervisor for your academic internship, contact a faculty member in your department.** If you do not know a faculty member in the department, it is recommended that you refer to the department's web page to learn more about the individual research areas of the faculty to determine a possible match with your area of interest and talk to the departmental chairperson. Although departments will provide some assistance to you in locating a faculty member, they are not responsible for providing a list of faculty who will serve as internship supervisors.

**Register for the appropriate academic internship course.** After the faculty member agrees to serve as a supervisor for your academic internship, you will need to register for the course. In order to register, the faculty member will need to give you his or her instructor number. This is the number that you will enter on ISIS or write on your add form in order to be officially registered in the appropriate academic internship course.

### **Policies Affecting Academic Internships:**

**Eligibility.** Academic Internships are limited to students admitted to the Tippie College of Business with the exception of 6T:199 and 6E:199. Students interested in registering for 6T:199 must have an application on file indicating that they are pursuing the Entrepreneurship Certificate. Students interested in registering for 6E:199 must be economics majors and admitted to either the Tippie College of Business or the College of Liberal Arts and Sciences.

**Maximum hours.** There is a 3 s.h. maximum on earning academic internship credit, with the exception of Accounting majors, who may earn up to 6 s.h., and Washington Center Program students, who may earn up to 12 semester hours. Students may take all 3 s.h. in one semester or divide them up among several semesters.

**Workload (hours on the job).** Students should anticipate completing three hours of work per week for each credit hour earned; up to nine hours of work a week for three semester credit hours. Workload hours will vary depending on the number of credit hours assigned: 144 hours minimum for 3 credit hours, 96 hours minimum for 2 credit hours, and 48 hours minimum for 1 credit hour. Exceptions to this policy must be approved through the supervising faculty member.

**Academic Internship enrollment that is outside the students major.** Students may be allowed to complete an academic internship in a department other than their major (i.e., a finance major completing an academic internship under 6K:199 – the Management Sciences department). The Undergraduate Program Office must approve all internships outside the students major. Contact anyone of the advising staff to verify if the student has completed any other prior academic internship courses. (Students are limited to 3 s.h. of academic internship with the exception of Accounting and Washington Center program students.)

**Paid Academic Internships.** Students who are also getting paid for the internship will need to discuss with the supervising faculty member what needs to be done in addition to the normal work expected. For instance, a paper about the experience or research on a particular issue, or an ongoing journal. Students should not receive academic credit for exactly the same work for which they are being paid.

**Grading.** Letter grades are assigned for some academic internship numbers and S/F grades are assigned for others (the choice is not optional). Letter grades are assigned for Academic Internships in Business Administration, Finance, Management and Organizations, Marketing, and Entrepreneurship. Satisfactory/Fail marks are assigned for Accounting, MIS, and Economics. The supervising faculty will be responsible for assigning the appropriate grade/mark. Please contact your faculty member at least once during the semester (or more if she or he requests) to report on your progress.

**Cost.** Academic internships are for credit and will require that you pay tuition according to the University's established tuition schedule.

**Degree Requirements.** Academic internships cannot be substituted for major, major elective, or general education requirements. They will be counted as business electives only (with the exception of accounting majors where it will count towards the major as an elective). All academic internship hours are included in the 48 semester hours of required business course work.