

Academic Internship

(Student 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 also choose to have the internship notation on their transcript, but not receive academic credit; contact the Pomerantz Career Center, C310 Pomerantz Center, for this option. Outlined below are the policies and procedures for registering for an academic internship. Please contact the Undergraduate Program Office (C140 PBB) if you have questions or need additional information.

To Register for an Academic Internship (for academic credit):

- 1. 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.
- 2. 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). You should anticipate completing three hours of work per week for each credit hour you wish to earn (i.e., approximately 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 must be approved through the supervising faculty member.

Academic Internship enrollment outside the students major. You may be allowed to complete an academic internship through a department other than your major. (i.e., a finance major completing an academic internship under 06K:199 – the Management Sciences major). The Undergraduate Program Office must approve all academic internships outside the students major. The faculty member whom your are requesting to serve as your supervisor will obtain the approval. Be sure to notify them if you have already completed an academic internship, regardless of the department.

Paid Academic Internships. If you are also getting paid for the internship, you will need to discuss with the supervising faculty member what you need to do in addition to the normal work expected of you on the job. For instance, you might do a paper about your experience or research a particular issue you worked on or you might keep an ongoing journal. *You should not receive academic credit for exactly the same work for which you 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).