An internship represents an opportunity for a student to enhance their university training by gaining practical experience, related to a student particular specialty area, through exposure to practice situations and managerial decisions.

### Responsibilities & Timeline

#### Pre-Internship

**STUDENT**
- Secure an internship through the COB Career Success Center or OSU Career Center, or search independently for opportunities
- Collect the following internship documentation from the internship organization
  - Name and contact information of supervisor(s)
  - Job description/objectives
  - Duration of internship:
    - Total estimated hours for the internship for the term
    - Start and end dates of the internship
- Complete the BA 210 Registration Form “Student” section
- Find a COB faculty member to supervise and evaluate your project for academic credits. Set up a meeting to:
  - Review internship documents
  - Create assessment and assignment agreement as well as a submission timeline

**BA 210 FACULTY SUPERVISOR**
- Review internship documents with the student
- Determine the following:
  - Number of academic credits that could be earned
  - Assignment for assessing internship learning outcomes – at minimum the final project should include:
    - a detailed description of work activity,
    - an evaluative analysis of the relationship between the work activity and the student’s supporting coursework, and
    - explicit suggestions for improving the internship experience.
- Due date of the assignment
- Complete the BA 210 Registration Form “Faculty” section and sign
- Have student sign agreement to the proposal on the BA 210 Registration Form
- Give all internship documents, including BA 210 Registration Form, back to the student

#### Post-Internship

**STUDENT**
- After meeting with your COB faculty supervisor and getting the necessary signatures, submit all internship documents to the [COB Academic Advising Office in 122 Austin Hall](http://business.oregonstate.edu/advising/my-resources/forms) for final processing.
- Watch for an email including a scan of your final documents and instructions for registering for the appropriate BA 210 credits.

**BA 210 FACULTY SUPERVISOR**
- Reviews items submitted by student
- Report grade to the Associate Dean (Instructor of Record)
Guidelines for Academic Credit

Nature of qualifying work: The work experience must be related to the student’s major in Business. Moreover, the work experience shall be equivalent to the type(s) of entry-level, professional work relevant to an Oregon State University graduate.

Supervision: The work of the intern shall be supervised by a worksite professional. The level of supervision should correlate to the nature of the work and the experience of the intern.

Academic Credits:
- The number of academic credits earned will be determined by the BA 210 faculty supervisor.
- A maximum of 6 credits can be earned per term
- BA 210 is offered on a P/N grading basis only
- BA 210 may be repeated to a maximum of 16 credits

Timing: Retroactive approval or credit for previous work experience will not be granted. All arrangements must be finalized prior to the start of the internship. The student must register for the BA 210 internship credits in the term in which the internship experience actually occurs. Please submit the form at least one week prior to the start of the term to ensure adequate time for approval and registration.

Note: International students are responsible for obtaining necessary approvals and filing the appropriate visa paperwork to allow them to participate in paid internships. These forms can be obtained from the International Student Advising Services Office in the University Plaza and the ILLC.
BA 210: Internship Projects
Registration Form
(please attach job description)

STUDENT
NAME: ___________________________________________ ID#: _________________________
ONID EMAIL: __________________________________ PHONE#: _______________________
COB MAJOR/OPTION: __________________________________________________________

INTERNSHIP
Company/Organization: ____________________________________________________________________
Address: ________________________________________________________________________________
Supervisor(s) Name: _______________________________________________________________________
Phone: ___________________________ Email: ______________________________________________________
Internship Job Title: ______________________________________________________________________
Total estimated internship hours: ___________ Start Date: ___________ End Date: ___________

BA 210 FACULTY SUPERVISOR
NAME: ___________________________________________ EMAIL: _________________________________

INTERNERSHIP ASSIGNMENT AND ASSESSMENT – Describe the required assignment and methods by which the learning outcomes will be evaluated:

SIGNATURES
Student: _______________________________ Date: _______________________________
BA Faculty Supervisor: ___________________________ Date: _______________________________

RETURN FORM & DOCUMENTATION TO: Carrie Stampe, c/o COB Academic Advising, 122 Austin Hall
or scan and email to Carrie.Stampe@oregonstate.edu

APPROVAL/PROCESSING
Associate Dean’s Signature: ___________________________

CRN: ___________ □ Override □ Scanned □ Student Emailed Date: ___________ Initials: ______

http://business.oregonstate.edu/advising/my-resources/forms 7/12/16