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

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 for final processing.
- Watch for an email including a scan of your final documents and instructions for registering for the appropriate BA 210 credits.

Post-Internship

STUDENT
- Submit completed assignments to the COB faculty supervisor by the agreed upon due date
- Request an evaluation of work from on-site supervisor

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

<table>
<thead>
<tr>
<th>Estimated total work hours for term</th>
<th>Equivalent number of academic credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>67 to 132</td>
<td>1 credit</td>
</tr>
<tr>
<td>133 to 199</td>
<td>2 credits</td>
</tr>
<tr>
<td>200 to 266</td>
<td>3 credits</td>
</tr>
<tr>
<td>267 to 332</td>
<td>4 credits</td>
</tr>
<tr>
<td>333 to 399</td>
<td>5 credits</td>
</tr>
<tr>
<td>400 or more</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

A student can earn a maximum of 6 credits per academic term. The information above is based upon 40 hours per week for 10 weeks equals 6 internship credits.
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.
STUDENT
NAME: ________________________________________________________  ID#: ________________________
ONID EMAIL: _______________________________________________  PHONE#: ________________________

COB MAJOR/OPTION: ____________________________________________  CAMPUS: □ Corvallis  □ E-campus  □ PDX

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: ________________________________________________________

INTERNSHIP 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: _______