



Internship Information and Registration Form

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

For MECOP internship information, visit <https://business.oregonstate.edu/careers/students/find-job-or-internship/mecop>

Guidelines for Academic Credit

Eligibility: Students with 90 credits or more

Nature of qualifying work: The work experience must be related to the student's major in the College of Business. Moreover, the work experience shall be equivalent to the type(s) of entry-level, professional work relevant to an Oregon State University graduate. There is a presumption that the student will have completed a sufficient amount of upper-division coursework upon which the internship is based.

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. Coursework shall be overseen by a COB instructional faculty member.

Academic Credits:

- We recommend that you meet with an advisor to determine if you would benefit from getting academic credit for your internship.
- The number of equivalent academic credits earned will be determined by the COB faculty supervisor (see chart on pg 2).
- A maximum of 6 credits can be earned per term. The courses may be repeated to a maximum of 16 credits.
- BA 410 and DSGN 410 are offered on a P/N grading basis only.
- BA 004 is a non-credit academic experience that is transcript visible. For majors that have experience requirements, sufficient hours must be successfully completed in BA 004 to fulfill the equivalent requirement for the major. Please check MyDegrees to verify how many total credits you must complete. Hours may be split over multiple terms.
- DSGN 410 is offered only on the Corvallis campus.
- MGMT and MRKT majors: a total of 4 or 2 credits, respectively, worth of work is required. See MyDegrees for more information.

Timing: Retroactive approval or credit for previous work will *not* be granted. All arrangements must be finalized prior to the start of the internship. The student must register in the term in which the internship 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.*

Summer term: If you are interested in registering for an internship after summer term has started, requests must be approved prior to the start of the next session and prior to the start date/hours of the internship. For dates, visit summer.oregonstate.edu

Additional Information

Visit the COB [Career Success Center](#) or OSU [Career Development Center](#) online or in person for additional information or help searching for opportunities.

- Resources and legal information for students and employers is available on the OSU Career Development Center's [website](#) and Ecampus Compliance [website](#).
- Students seeking internships in Colorado must verify they are receiving a paid internship.
- 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.
- Tuition and fees related to course enrollment information is available [online](#).

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:
 - Start and end dates of the internship
 - Total estimated hours for the internship for the term
- Complete the 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

COB FACULTY SUPERVISOR

- Review internship documents with the student
- Determine the following:
 - Equivalent 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 Registration Form "Faculty" section and sign
- Have student sign agreement to the proposal on the Registration Form
- Give all internship documents, including Registration Form, back to the student

Estimated total work hours for term	Equivalent number of academic credits
67 to 132	1 credit
133 to 199	2 credits
200 to 266	3 credits
267 to 332	4 credits
333 to 399	5 credits
400 or more	6 credits

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*

STUDENT

- After meeting with your COB faculty supervisor and getting the necessary signatures, submit all internship documents to the **COB Career Success Center in 102 Austin Hall** for final processing.
- Watch for an email including a scan of your final documents and instructions for registering for the appropriate course CRN.

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

COB FACULTY SUPERVISOR

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

College of Business Internship Registration Form

STUDENT

NAME: _____

ID#: _____

ONID EMAIL: _____

PHONE#: _____

COB MAJOR/OPTION: _____

CAMPUS: Corvallis E-campus PDX

COURSE

Choose one:

- BA 410
 DSGN 410
 BA 004 (non-credit)

Term: Fall Winter Spring Summer Year: 20____

Total Estimated Hours: _____ Start Date: _____ End Date: _____

Equivalent Credits: _____ Due Date: _____

INTERNSHIP

Company/Organization: _____

City & State or Country: _____

Supervisor(s) Name: _____

Phone: _____ Email: _____

Internship Job Title: _____

COB FACULTY SUPERVISOR

Name: _____ Email: _____

INTERNSHIP ASSIGNMENT AND ASSESSMENT: Describe the required assignment and methods by which the learning outcomes will be evaluated (*below or attached*):

Job Description Included

SIGNATURES

Student: _____ Date: _____

COB Faculty Supervisor: _____ Date: _____

RETURN FORM & DOCUMENTATION TO:

COB Career Success Center
102 Austin Hall
or scan and email to COB.CSC@oregonstate.edu

APPROVAL/PROCESSING

AD Approval Date: _____

Processor: _____ Crs: _____

Initials: _____ Date: _____ CRN: _____

Override Scanned Student Emailed