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

BA 210 Eligibility: Students with less than 90 credits
BA 410 or DSGN 410 Eligibility: Students with 90 credits or more
BA 004 Eligibility: Students with 90 credits or more that do not need additional credits to graduate

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 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 210, BA 410, and DSGN 410 are offered on a P/N grading basis only. BA 004 is offered as SC/NSC 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 request at least one week prior to the start of the term to ensure adequate time for approval and registration. Any requests approved after the term add deadline will require a petition to register.

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 [OSU Handshake website](https://business.oregonstate.edu/student-experience/advising/resources) 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
- 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. Student can use the Internship Gathering Form to help collect all of the information needed to submit their request to “Handshake”.
- 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 and if submission will be via Handshake or via OSU email
- Have the student submit the “College of Business - Academic Internship Experience” form in Handshake.
  - After CSC has received their request and confirmed completion, the approval sequence will be launched.
  - Expect an email from Handshake requesting your approval. Make sure the student has completed all details according to your mutual agreement. If there is a discrepancy, you will have the ability to deny the experience.
  - Additional approvals will be required before a student would be eligible to register for the respective course.

**STUDENT**
- After meeting with your COB faculty supervisor and finalizing details for your final assignment, submit the Academic Internship Experience Request Form in Handshake.
- Watch for an email via Handshake, from final approver comments, including 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)

<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.
College of Business
Information Gathering Form

COURSE

Choose one:
- □ BA 210
- □ BA 410
- □ DSGN 410
- □ BA 004 (non-credit)

Term: Fall □ Winter □ Spring □ Summer □ Year: 202□
Total Estimated Hours: _______ Start Date: _____________ End Date: _____________
Equivalent Credits: _______ Due Date: _____________

CAMPUS: □ Corvallis □ E-campus □ PDX

INTERNSHIP

Company/Organization: ____________________________________________
City & State or Country: ____________________________________________
Supervisor(s) Name: ______________________________________________
Phone: __________________________ Email: __________________________
Internship Job Title: ______________________________________________

☐ Job Description – include via Handshake submission

COB FACULTY SUPERVISOR

Name: __________________________ Email: __________________________

INTERNSHIP ASSIGNMENT AND ASSESSMENT: Describe the required assignment and methods by which the learning outcomes will be evaluated (to be submitted via Handshake Academic Internship Experience Request Form)