

GENERAL INTERNSHIP INFORMATION

3393 Internships are pass/fail (satisfactory or unsatisfactory) and will count towards the applied education credit requirement.

60 hours of internship work are required for every one credit, for a maximum of 3 credits (180 hours for 3 credits).

Internship Objectives and *Internship Agreement* forms can be found at isu.edu/cob under the Professional Development tab, under Career Path Internships, then click on Internships for Credit.

HOW TO GET ACADEMIC CREDIT FOR YOUR INTERNSHIP

- 1) Go to the COB website: www.isu.edu/cob
- 2) Open the *Internship Objectives* form. Read the examples of Learning and Business Objectives and then delete and insert your own.

It's best if you consult with your work supervisor on Business Objectives that your employer wants you to achieve. You and your Cooperating Employer will sign the *Internship Agreement* Form.

Faculty Supervisors are generally the chair of the department in which you are majoring or the department related to your internship objectives. You will need to send the Faculty Supervisor an email requesting that they act as supervisor for your internship and include a draft of your proposed Learning Objectives to ensure these meet the requirements for earning academic credit.

- 3) Once the Learning Objectives and evaluation methods are agreed upon, your Faculty Supervisor will sign the *Internship Agreement* and complete your course override so you can register for the course.
- 4) Bring the *Internship Agreement* and *Internship Objectives* forms to BA510 for John Ney to sign as the Internship Coordinator.
- 5) Register for the course.
- 6) The internship is carried out and evaluated as outlined in the Internship Agreement.
- 7) Grade is issued by the Faculty Supervisor.

HOW TO FIND AN INTERNSHIP

Students may find internships on their own or apply for Internships posted on Handshake.

Instructions to register for Handshake can be found at: <https://www.isu.edu/career/handshake/students-and-alumni/>

Jobs relating to Business majors are also listed in the College of Business newsletter. Sign up for the E-mail newsletter at isu.edu/cob. Click on the newsletter tab and scroll to the bottom of the page.

Follow the application process listed on the job or internship.

Internships for credit can be paid by the employer or be a part of the Career Path Internship program (CPI). The paperwork for CPI positions is done separately. Once hired, it takes about two weeks to complete the paperwork to be paid. See Gail in BA510.