



## Internship Handbook

A student may receive free elective credit for experiential learning opportunities (i.e. part-time job, full-time job, internship, leadership experience) if the criteria outlined by the College of Business is met. If a student does not already have such an experience lined out, the Peter M. and Paula Green Johnson Career Center staff will assist students in finding, applying to, and interviewing for experiential learning opportunities. *Note: the term 'internship' may be used to describe all experiential learning opportunities for the purposes of credit at the UW College of Business.*

Experiential learning is the best way to learn how your degree applies to a work setting. Students are not required to receive credit for experiential learning opportunities. Students are encouraged to apply for credit only if it will count toward degree completion.

Internship credit is only available to business and economics majors. Non-business majors with a declared minor in entrepreneurship, banking and financial services, or international business may be considered on an individual basis.

### The Class

The learning objectives for the internship class are as follows:

- Gain practical experience within the business environment
- Acquire knowledge of chosen industry and develop work competencies for a specific profession or occupation
- Articulate and apply principles learned in the classroom to a work setting
- Develop a greater understanding about career options while more clearly defining personal career goals
- Identify which NACE Career Readiness Competencies are being improved
- Grow and begin to use your professional network

To demonstrate these objectives are met, students may complete various assignments. The class is taught entirely through WyoCourses.

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## Qualifying for Credit

The following criteria must be met in order for an experience to be considered for academic credit:

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*Credit may be received for multiple opportunities if each one presents new learning objectives.*

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- The student is a business major or minoring in any of the following areas: international business, banking and financial services, entrepreneurship.
- The opportunity is not with a family business and the student is not supervised by someone with whom they have a personal relationship.
- The student has been with the employer for less than three (3) months or has recently been promoted or assigned a new task/project that will occupy most of the student's time.
- The student will complete a minimum of 80 hours of work for every one hour of desired credit (i.e. the student must work 320 hours if they wish to receive 4 credits).

## Unpaid Internships

Students should understand that all work opportunities, but not necessarily all experiential learning opportunities are paid. If a for-profit employer is offering an unpaid internship, the student should be the "primary beneficiary" as determined by a number of factors outlined by the Department of Labor. Students are discouraged from seeking unpaid opportunities if personal finances are a primary concern. See [Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act](#) for more information.

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*A student should be determined as the 'primary beneficiary' when working in an unpaid internship.*

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## Curricular Practical Training (CPT) – International Students

International students are required to enroll in a minimum of 1 credit hour for paid work opportunities off campus. They are also required to enroll for CPT.

USCIS defines "Curricular Practical Training" as "alternative work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." USCIS regulations state that CPT must be curricular (related to the student's major field of study) and "an integral part of the established curriculum." CPT is allowed for the purpose of training in skills to be used toward completion of a degree. To learn more about CPT and to apply please visit the [International Students & Scholars Office website](#).

***The internship director will complete Part II of the CPT application only after the internship has been approved for credit.***

## Graduate Students

Students enrolled in graduate programs in the College of Business should speak with their advisor prior to applying for credit for an internship to verify how many hours are appropriate for their program.

## Applying for Credit

If the above criteria are met, you should complete the application process. The internship class is a controlled enrollment course. You must have an approved internship to register for the class. Credit should be applied for prior to starting your internship, but may be granted within the first two weeks of starting an internship. Credit will not be approved retroactively (for internships the student has already concluded). The steps to apply for credit are outlined below:

### Step 1 | Determine which course is most appropriate for you.

The College of Business Academic Advising Office (AAO)/academic advisor can assist you in understanding if you have met the proper pre-requisites for each course.

**MGT 2600** | Primarily for freshman and sophomore students of any business major. Students need to be in good standing (GPA of 2.5 or higher). Students may enroll in 1-4 credit hours at a time and complete a max of 4 credit hours. The instructor for the course will be the internship director.

**MGT 4600** | Primarily for junior and senior students of any business major. Students minoring in entrepreneurship, banking and financial services, or international business also qualify to take this class without a major in business. Students need advanced business standing, junior standing, and have satisfactorily completed FIN 3250, MKT 3210, and MGT 3210. Students may enroll in 1-4 credit hours at a time and complete a max of 6 credit hours. The instructor for the course will be the internship director.

**ACCT 5990** | Strictly for graduate students in accounting. Students may enroll in 1-4 credit hours at a time and may complete a max of 12 credit hours at the discretion of the graduate director. The instructor for the course will be a faculty member. The instructor for this course will be a faculty member in the Department of Accounting and Finance.

**ECON 5990** | Strictly for graduate students in economics. Students may enroll in 1-4 credit hours at a time and may complete a max of 12 credit hours as the discretion of the graduate director. The instructor for this course will be a faculty member in the Department of Economics.

**FIN 5990** | Strictly for graduate students in finance. Students may enroll in 1-4 credit hours at a time and may complete a max of 12 credit hours as the discretion of the graduate director. The instructor for this course will be a faculty member in the Department of Accounting and Finance.

### Step 2 | Determine how many hours you would like to receive.

1 credit hour = 80+ hours worked within the semester

2 credit hours = 160+ hours worked within the semester

3 credit hours = 240+ hours worked within the semester

4 credit hours = 320+ hours worked within the semester

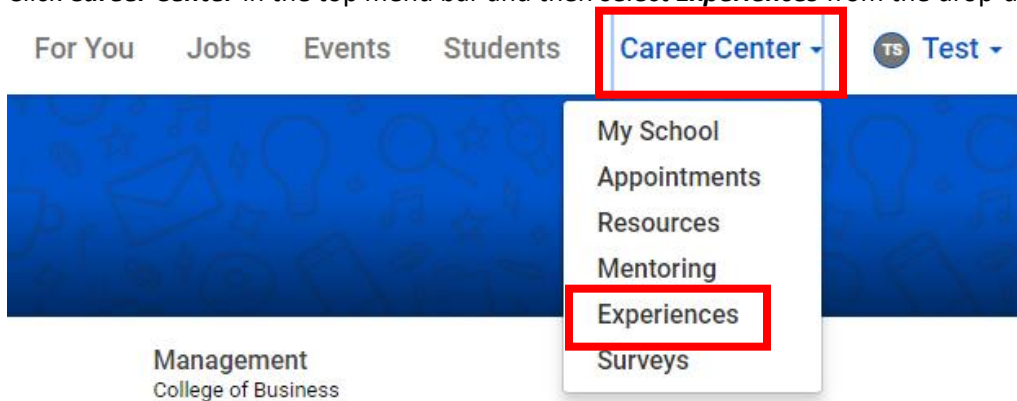
If you cannot complete this amount of work in one semester, you have the option to divide the hours over multiple semesters. Please arrange this with the internship director prior to the start of your internship and make a note in your application.

### ☐ Step 3 | Determine if you would like to receive delayed credit.

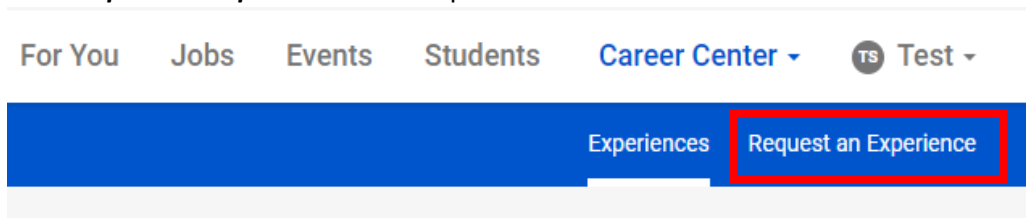
Delayed credit means receiving the credit for the class the following semester and is unique to the internship class. This option is only offered for summer interns and is most often chosen for one of the following reasons: you do not have scholarships in the summer that will cover summer tuition; you need an additional class to be full-time status in the fall. You will complete your assignments during the summer while you are completing your internship and will agree to receive your grade at the conclusion of the fall semester. The course will show up as a fall course on your transcript and you will pay for the credit during the fall semester. International students cannot elect delayed credit.

### ☐ Step 4 | Submit an 'experience' in Handshake.

1. Log into [Handshake](#) using your UW credentials.
2. Complete your Handshake profile to 100% if you have not already done so. Handshake provides ways to connect with thousands of employers posting entry-level positions!
3. Click **Career Center** in the top menu bar and then select **Experiences** from the drop-down menu.



4. Click **Request an Experience** in the top menu bar.



5. Complete the form details as outlined below:

→ **Experience Type** | Select *College of Business Internship for Credit Application*.

- **Term** | Select the semester in which you will complete your internship.
- **Employer** | Fill in the appropriate information identifying your employer.
  - If the *Location* doesn't auto-populate, input the location where you will do most of your work if there are multiple locations.
  - If *Industry* does not auto-populate, choose one to the best of your knowledge. Industry is one in which the organization as a whole operates (as opposed to your specific position).
  - Provide the *phone number* of your primary contact.

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*Not providing details as requested will delay the approval process.*

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- **Job** | The job will be your title as an intern. It is important to fill out the dates for your internship to help determine how many credit hours can be granted.
  - *Job Type* should be volunteer, internship, or experiential learning:
    - Volunteer* – If you are not being paid for your time
    - Internship* – Most paid experiences
    - Experiential Learning* – All other paid experiences not referred to as an internship (i.e. research, job, leadership position)
  - For *Salary*, start entering your wage and buttons will appear for you to select hourly, monthly, or yearly.

- **Approver(s)** | Please provide the email address of your direct supervisor. If you do not know who this is, provide the email address of the person with whom you've had the most direct contact.

- **Enrollment Information** | Complete the enrollment information in the form regarding Steps 1-3 in the application process outlined above. After clicking "Next Page," you will answer questions regarding:
  - Credit Hour Work Agreement
  - Longevity with Employer – If you have worked for your employer for more than three (3) months, you will need to describe your new role or your internship will not be considered for credit.
  - Family Business – If you work for a family business or someone with whom you have a relationship, your internship application may not be approved.

6. Click the "Request Experience" button and your internship approval status will change to pending until a JCC employee reviews the submitted information and kicks off the approval process. Continue to Steps 5-7.

## Step 5 | Submit your résumé.

Your résumé is part of your application. It need not be perfect as it will be a class assignment to improve your résumé.

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*Submit your résumé in a timely manner to avoid the approval process being stalled.*

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On the Overview page of your experience you will select “New Attachment” on the left side of the screen to upload your résumé.

If you do not have a résumé, you will be required to complete one prior to or at the beginning of class. You can create one using the tips on how to start one in EPIC or by meeting with a career peer in the Johnson Career Center (appointments made through Handshake).

## Step 6 | Notify your employer that they will soon receive an email and will need to provide information for your application.

This is the most important step in the application process and requires you to communicate with your employer to ensure they complete this step in a timely manner. They will provide the details needed to verify the terms of your employment.

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*Details from your employer are necessary to determine if credit can be awarded.*

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## Step 7 | Check the status of your application.

To view the status of your application for internship credit, log into Handshake and click on “Experiences” under the “Career Center” tab on the main screen. The status will show in the upper right corner of the experience box. The box below details various status options.

**Pending:** The experience was submitted but hasn’t been viewed by the JCC yet.

**Being Approved:** This will take a day or two *if all information has been submitted.*

**Needs Review:** See the Comments and Activity tab for potential clues on the reason for review.

**Approved:** You are set to register yourself for credit – continue on to the registration steps below.

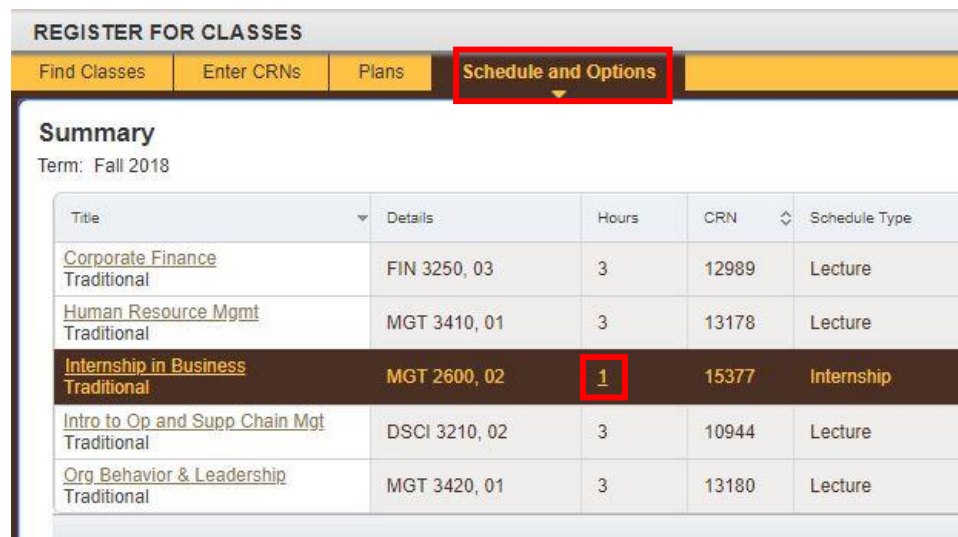
**Declined:** See Comments & Activity for reason.

Click into “View Details,” then “Comments and Activity” to view communication with the Johnson Career Center. You will receive notifications if you have set your preferences in Handshake and your email to receive notifications.

## Registration for Credit

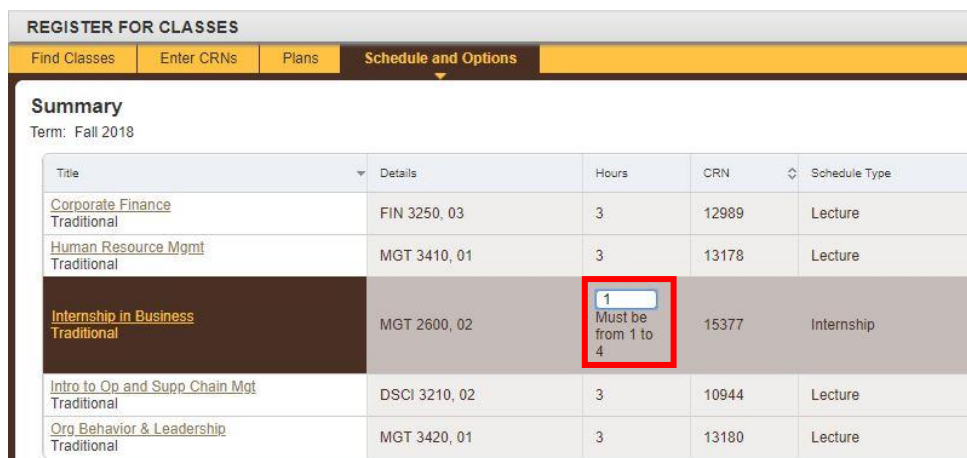
**Registration for this class is tricky because it is a 'variable credit course.'** Please follow the steps below to ensure you register properly:

- Step 1** | Use WyoWeb to properly add the internship course to your schedule. If you elected to DELAY credit, this means you will add the course to the fall semester. Refer to the notes in the Comments and Activity tab in your Experience in Handshake for the proper course number, section, and number of hours for which to register as this may be different from what you requested.
- Step 2** | Stay in the **Register for Classes** tab, but now move to the **Schedule and Options** sub-tab. You should see a screen similar to the one below, click directly on the number of hours.



REGISTER FOR CLASSES					
Find Classes	Enter CRNs	Plans	Schedule and Options		
<b>Summary</b> Term: Fall 2018					
Title	Details	Hours	CRN	Schedule Type	
Corporate Finance Traditional	FIN 3250, 03	3	12989	Lecture	
Human Resource Mgmt Traditional	MGT 3410, 01	3	13178	Lecture	
Internship in Business Traditional	MGT 2600, 02	1	15377	Internship	
Intro to Op and Supp Chain Mgt Traditional	DSCI 3210, 02	3	10944	Lecture	
Org Behavior & Leadership Traditional	MGT 3420, 01	3	13180	Lecture	

Type in the number of hours for which you have been approved. Don't know? Check Handshake!



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- Step 3** | Click **Submit** in the bottom right corner then refresh the page to view active registrations and verify your changes were saved. Then read about how to get started with class on page 8.

### Getting Started in the Class

Once you have properly registered for the course AND the semester has started, you will log into WyoCourses where you will find the internship class listed on your dashboard. All assignments will be completed through WyoCourses.