

## Internship Credit Process

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.*

Experiential learning opportunities provide students with practical experience to explore career interests while applying knowledge learned in the classroom 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 will complete a series of small writing reflection assignments, a final written report, and a final résumé. The class is taught entirely through WyoCourses.

### Qualifying for Credit

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

- 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. to receive 4 credits, the student must work 320 hours). *Please note: credit may be received for multiple opportunities if each one presents a new learning objective.*

### Unpaid Internships

Students should understand that all work opportunities, but not necessarily all experiential learning opportunities are paid. If a for-profit employer does not pay, the student should be the primary beneficiary as determined by a number of factors outlined by the Department of Labor as to the status of the student being an "employee." Students are discouraged from seeking unpaid opportunities if personal finances are a primary concern. See [Fact Sheet #71](#) for more information on internship programs under the Fair Labor and Standards Act.

### Curricular Practical Training (CPT)

International students are legally required to enroll in a minimum of 1 credit hour for 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 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.

**MGT 5600** | Strictly for graduate students in accounting and finance. Students may enroll in 1-4 credit hours at a time and may complete a max of 6 credit hours. The instructor for the course will be a faculty member.

**ECON 5990** | Strictly for graduate students in economics. Students may enroll in 1-12 credit hours at a time and may complete a max of 24 credit hours. The instructor for the course will be the internship director.

**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

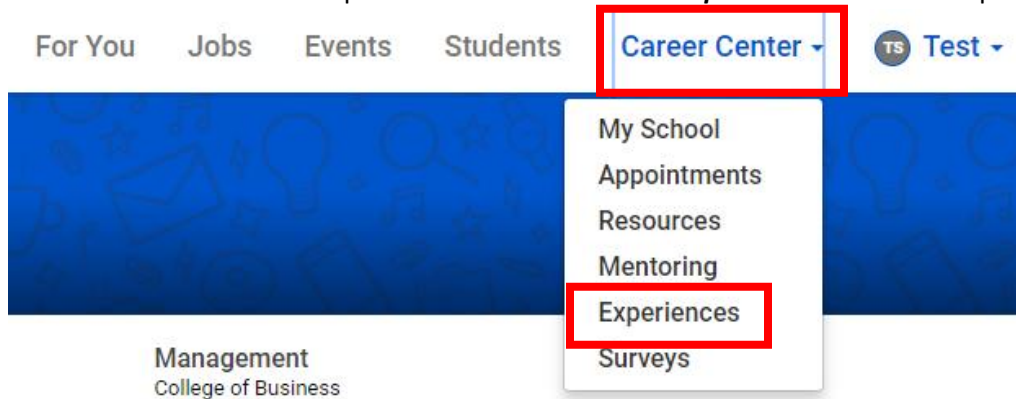
If you cannot complete this amount of work in one semester, you have the option to divide the hours over multiple semesters. Please arrange this with the internship director prior to the start of your internship and make a note in your application.

**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.

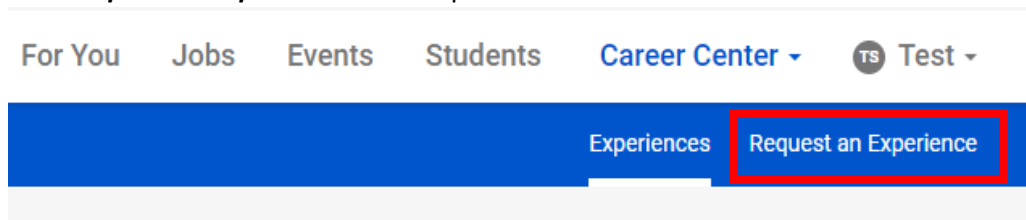
***Once all of the above items are determined, you should proceed to the actual application process as outlined below.***

□ **Step 4** | Submit an 'experience' in Handshake by following the directions below:

1. Log into [Handshake](#) using your standard UW credentials.
2. Click **Career Center** in the top menu bar and then select **Experiences** from the drop-down menu.



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



4. Complete the form details as follows (NOTE – not completing form items as outlined below may delay the approval process):

- **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.
  - Provide the *phone number* of your primary contact.
- **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 can be called an internship
    - 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 – You will need to confirm that you will work the number of hours required to enroll in the number of credits you have requested.
  - Longevity with Employer – If you have worked for your employer for more than three (3) months, you will need describe your new role or your internship will not be approved 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.

**Step 5** | 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.

**Step 6** | After clicking the “Request Experience” button, you will be directed to an Overview page and on the left hand side select the “New Attachment” button to upload your resume. It need not be perfect as it will be a class assignment to improve 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). NOTE: Failure to complete requested information (including uploading your resume) will result in a delayed approval.

**Step 7** | The indicated approver (employer) will receive notification via email from Handshake to review your application and answer a few final questions related to the terms of your ‘experience.’ They will have fourteen (14) days to complete this application. It is best practice to notify your employer they will be receiving an email request from Handshake to answer some questions regarding your employment and to tell them to check their Clutter or Junk email box. **It is your responsibility to ensure the employer completes this part of the application.**

**Step 8** | The internship director will review submitted materials **only after all items have been received.** You will be notified in Handshake (see “Comments and Activity” tab) as to which class and how many credits you are approved to register.

You may check the status of your application at any time in Handshake by clicking on “Experiences” under the “Career Center” tab on the main screen. The status will show in gold letter in the upper right corner of the experience box. Click into “View Details” to see the details of your internship and “Comments and Activity” to view communication with the Johnson Career Center. The following are possible status options:

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

**Being Approved:** We are waiting on the employer’s application or the JCC Internship Director to review.

**Needs Review:** The approval process has been halted. If any of the contacts decline the experience, a deadline is missed, or further information is needed. See Comments & Activity for potential clues on the reason for review.

**Approved:** Your internship has been fully approved and you are set to register yourself for credit – continue on to registration steps below after verifying the correct class and number of credits you are approved for under the Comments and Activity tab.

**Declined:** All or one approver (employer or internship director) have not approved the experience.

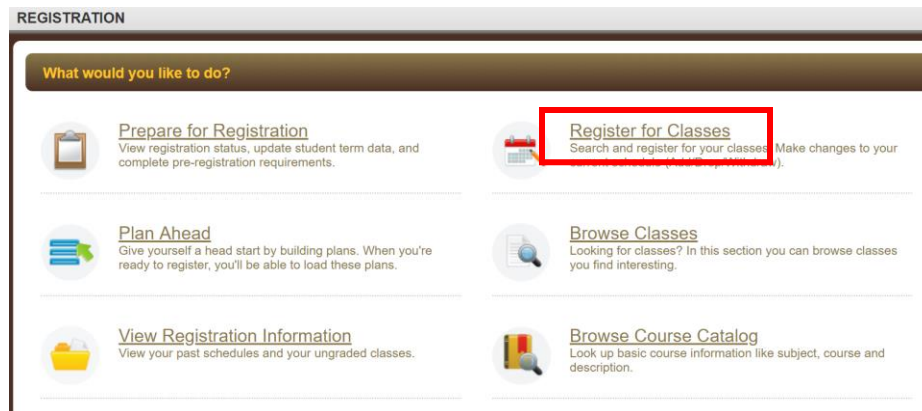
**Ongoing:** The experience has been approved, but the student is still completing the experiential learning portion before it is complete.

**Completed:** The experience is finished.

## Registration for Credit

Proper enrollment in the internship class is the student’s responsibility. Please follow the steps below to register for credit:

- Step 1** | Register for the appropriate class (MGT 2600, 4600, etc.) as you normally would for any other class in the **Registration** tab in WyoWeb. Make sure you are registering for the correct semester; this is the one in which you plan to receive internship credit.



- 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**

**Summary**  
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	<b>1</b>	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. *Note: this may be different from the number of hours you requested – see your approval email or notes in Handshake Experiences.*

**REGISTER FOR CLASSES**

Find Classes | Enter CRNs | Plans | **Schedule and Options**

**Summary**  
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	<input type="text" value="1"/> Must be from 1 to 4	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

- Step 3** | Click **Submit** in the bottom right corner.
- Step 4** | Refresh page and view active registrations to verify that your changes have been saved.

### 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. The syllabus and all assignments can be found in WyoCourses.