



# 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 Student Success Center career services staff will assist students in finding, applying to, and interviewing for experiential learning opportunities. Handshake and LinkedIn are great places to start looking for 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.**

## 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 (online) to accommodate students anywhere they are interning.

## Qualifying for Credit

The following criteria must be met in order the internship to be considered for academic credit:

- The student is a business major.

- 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 60 hours of work for every one hour of desired credit (i.e., the student must work 180 hours if they wish to receive 3 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 several factors outlined by the Department of Labor.

Students are discouraged from seeking unpaid opportunities if personal finances are a primary concern. [Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act](#) for more information.

### 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. \*Please make an appointment with the internship director.

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

## Applying for Credit

If the above criteria are met, you should complete the application process. Please note:

- The internship class is a **controlled enrollment course**. **We register you!**
- You must have an approved internship for us to register you for the class. Your employer will verify your internship through Handshake.
- Credit should be applied for prior to starting your internship.
- Credit will not be approved retroactively (for an internship that has already concluded).

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

**An academic advisor can assist you to understand which course is the most beneficial for your degree requirements.**

- **BUSN 2600 |** Primarily for freshman and sophomore students of any business major. Students need to be in good standing (minimum GPA of 2.5). Students may enroll for 1 to 3 credit hours and may take the class one time for a max of 3 credit hours.
- **BUSN 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 may enroll for up to 3 credit hours at a time and complete a max of 6 credit hours.

## Step 2 | Determine if you would like to receive delayed credit. SUMMER ONLY

Delayed credit is available for summer internships only. A student may receive credit for the class the following fall semester.

**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 received an offer later in the summer.*

- 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 do not have the option of delayed credit.

## Step 3 | 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.
- 3) Click **Career Center** in the side menu bar and select **Experience**



Jobs

Events

Employers

Inbox

Career center

<https://wyoming.joinhandshake.com/stu/experiences>

(Handshake Web Link for Ease of Use)



Jobs

Events

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Career center



University of Wyoming

### Appointments --

Schedule time to meet with experts and build your career

### Resources --

Read curated content from your career center

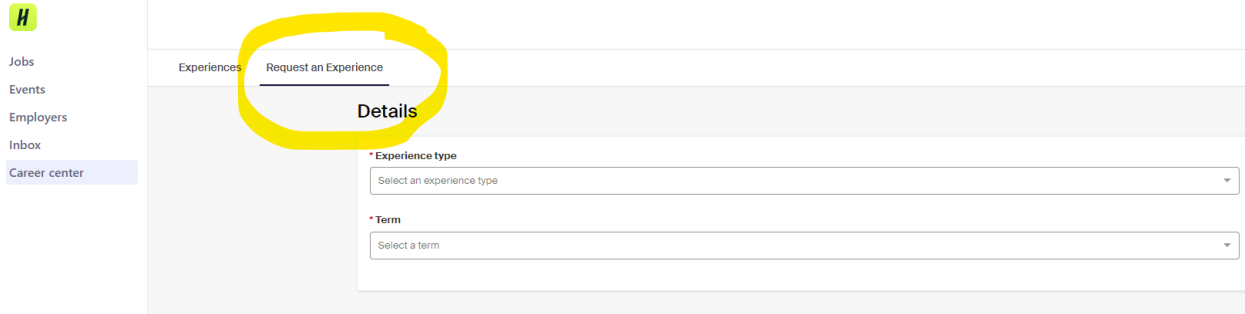
### Experiences --

Track your internship or co-op experiences

### Surveys --

Answer questions from your career center

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



The screenshot shows a web interface with a sidebar on the left containing links: Jobs, Events, Employers, Inbox, and Career center. The main content area has a top menu bar with 'Experiences' and 'Request an Experience'. The 'Request an Experience' button is circled in yellow. Below it, the 'Details' section is visible, containing two dropdown menus: 'Experience type' with the placeholder text 'Select an experience type' and 'Term' with the placeholder text 'Select a term'.

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 operates (as opposed to your specific position).
- Provide the *email* 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.

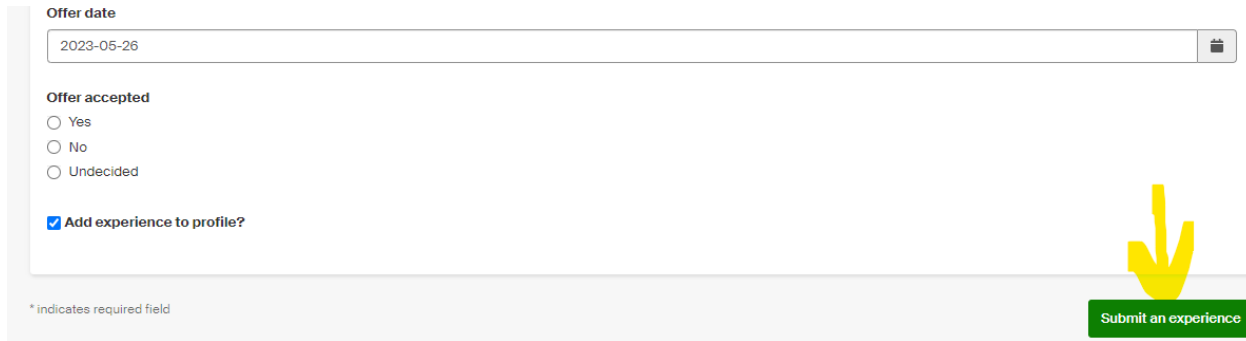
- Job Type should be volunteer, internship, or experiential learning:
- Volunteer = If you are not being paid for your time
- Internship = Paid, part-time, temporary positions
- Duration = Time you will be working

→ **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 has 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 “**Submit the Experience**” button and your internship approval process will begin.



Offer date

2023-05-26

Offer accepted

☐ Yes

☐ No

☐ Undecided

☒ Add experience to profile?

\* indicates required field

Submit an experience

## Step 4 | 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.**

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 by meeting with a career peer in the Green Johnson Student Success Center (appointments made through Handshake).

## Step 5 | 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!**

**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.**

## YOU ARE DONE.

If they have not received an email from Handshake, follow these steps **IN ORDER** to resolve the issue:

- 1) Have them check their Junk/Clutter folder.
- 2) Verify you input their email correctly into Handshake.
- 3) Request that the employer application be sent outside of the Handshake system.

**To View Status of Application follow Step 6 (next page)**

## Step 6 | Definition of terms on 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 approvals have not been started.

**Being Approved:** This can take a few days *after you have verified all parts of the application have been submitted.*

**Needs Review:** This is not a step in the process, but a status your application will fall into if you have not completed all the steps in a timely manner. See the Comments and Activity tab for potential clues on the reason for review.

**Approved:** You are set to for an administrator to enroll you in the class.

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

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

### 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.