

# Internship Procedures

## FOR BUSINESS MAJORS

(DAY SCHOOL CURRICULUM REQUIREMENT)

1. Consult with your faculty advisor and/or the Career Center and arrange an appropriate internship experience.
2. Complete the following forms (available in the Career Center or Breech Office):
  - Internship Agreement, Disclosure, and Certifications Form
  - Internship Learning Contract (this form must be signed by you, your faculty sponsor, and the internship site supervisor)
3. Submit these two forms to the Career Center by the due date (usually within the first two weeks of the semester, or by the end of the first week of summer classes).
4. To receive academic credit, you must register for *MGMT 480—Professional Business Experience* if you are majoring in computer information systems, economics, finance, management or marketing (or *ACCT 480* if you are majoring in accounting) during the semester you do the internship. This class meets once a week (for 50 min.) during the semester.

### Special notes:

- By registering for ACCT/MGMT 480, you DO NOT need to complete the *Permission to Register for Special Coursework* form.
- If you are doing your internship during the summer, you will still register for ACCT/MGMT 480, but the class meets via email.