COLLEGE OF BUSINESS GUIDELINES FOR FACULTY WORKING WITH INTERNSHIP/CO-OP CREDIT
(BUS AD 291/491): (These guidelines were developed by the College of Business Curriculum Committee)

Students and Faculty who are working with internships or co-ops for credit should be aware of the following:

BUS AD 291 (1 credit) This course is designed to assist pre-business majors and those with less than 60 credits receive up to 1 credit per semester. It is most appropriate for those students who are required to do an internship for credit due to visa requirements or program requirements of specific internship sites. The Department Chairperson of the intended major area will generally serve as faculty sponsor. A total of 6 credits may be gained.

BUS AD 491 (1-3 credits) This course is designed to assist declared majors with more than 60 credit hours receive up to 3 credits per semester for an internship experience. It is most appropriate for those in need of 300-level elective credit. A total of 6 credits may be gained.

CREDIT GUIDELINES:
The following guidelines have been established by the Curriculum Committee for granting credit.
1 credit = 15 hrs of independent study related to Learning Objectives and 45 hrs of employment
2 credits = 30 hrs of independent study related to Learning Objectives and 90 hrs of employment
3 credits = 45 hrs of independent study related to Learning Objectives and 135 hours of employment

ACADEMIC COMPONENT:
The following academic components have been utilized by faculty in the past:

Written Reports - Students describe their experiences, what they learned, how they applied coursework knowledge on the internship site, and/or any other relevant information as decided upon by the faculty member and the student.

Oral Reports - Students may be assigned to speak to classes, student organizations or other groups about their experiences either obtaining the internship/co-op or experiences on the job.

Journals - Students record personal observations, feelings and thoughts about their experience in an informal, free-flowing manner. The journal may serve as a link between faculty and students as they reflect on the experience.

Research - Research projects relating to the student's experience may be utilized.

Book Reports - Book reports may be utilized in which students compare theory or concepts to their experience/organization.

ALL CREDIT IS ELECTIVE CREDIT. ALL GRADES ARE S/F.

CREDIT MUST BE ARRANGED IN ADVANCE OF THE TERM THE INTERNSHIP WILL BE PERFORMED. IF AN INTERNSHIP IS OBTAINED DURING A TERM, INTERNSHIPS WHICH REQUIRE CREDIT MAY BE DISCUSSED IN BUSINESS CAREER SERVICES.

STUDENTS PAY TUITION FOR INTERNSHIP CREDITS AS THEY WOULD ANY OTHER COURSE.

FIN 499 IS A SEPARATE COURSE MANAGED BY THE FINANCE DEPARTMENT.

QUESTIONS? PLEASE CONTACT KATHY WIELAND, BUSINESS CAREER SERVICES, 1320 GERDIN BUSINESS BUILDING, 294-2542, wielandk@iastate.edu