

## School of Business Academic Internship Program

The School of Business Internship Program is designed to provide you with experiential learning opportunities in which you apply course concepts and skills in the area of business. It enables you to earn course credit. Internships can be paid or unpaid and internship credits and grades are at the discretion of the specific internship Faculty Advisor.

Contact [Brandy Nelson](#), the Director of the Undergraduate Program with any questions.

### Course Numbers

**BADM 4891** – Non-Business Students who have completed several 3000+ level business courses

**BUSN 4891** – Business Students in any major who have completed several 3000+ level business courses

**BADM 2891** – Non-Business Students who have not completed any upper level business curriculum

**BUSN 2891** – Business Students in any major who have not completed any upper level business curriculum

These courses can be enrolled in at any time when a faculty member has agreed to oversee credits and the internship is approved.

### Below outlines the process for participating in the Business Internship Program:

- Be enrolled and currently studying at the University of Connecticut.
- Be able to commit to a minimum of 145 work hours to receive 3 credits within the academic period.
- Internships must be **prescreened** *before* you start the internship to qualify for academic credit. Please submit the [Business Internship for Credit Program Application](#) to begin this process.
  - Internships that fall into academic majors offered by the School of Business will be referred to departments for credit before credit is approved in this program.
- Once your internship is approved for credits submit the following to verify your employer is willing to participate: [Business Internship Host Company Agreement Form](#).
- Once you have submitted and received approval to proceed, the faculty member who will be overseeing your internship and work towards accomplishing the academic requirements to earn credit must forward **written acknowledgement** via email to Brandy Nelson at [brandy.nelson@uconn.edu](mailto:brandy.nelson@uconn.edu).
- Once you have both an approved internship and a faculty advisor, you must work with the faculty member to design a syllabus that meets the expectations outlined below (view [sample syllabus here](#)).
- Once the agreed upon syllabus is emailed to Brandy Nelson at [brandy.nelson@uconn.edu](mailto:brandy.nelson@uconn.edu), you will be enrolled in the appropriate credits/course.
- In order to receive a final grade for the internship, you must complete all agreed upon activities in the syllabus and submit the [Business Internship Host Company Evaluation](#).

## Detailed Internship Application Process Steps:

<b>Special Note</b>	<p>Before starting the internship application process, you should consult with an advisor in the Office of Undergraduate Advising to determine how an internship for credit impacts your plan of study and discuss your course load for the term in question.</p>
<b>Step One:</b>	<p><b>Obtain an Internship</b> - Be able to commit to a minimum of 145 work hours over a minimum of a 5 week period. Here are some suggestions to help you find an internship:</p> <ul style="list-style-type: none"> <li>• Connect with the School of Business Undergraduate Career Development Office; attend career fairs and information nights on campus.</li> <li>• Check <a href="#">HuskyCareerLink</a> for companies interviewing or holding events on campus.</li> <li>• Use LinkedIn jobs tab to network with others and identify your own internship opportunities.</li> </ul>
<b>Step Two:</b>	<p><b>Seek Approval for Internship Credits – BADM/BUSN 4891 or BADM/BUSN 2891</b></p> <ul style="list-style-type: none"> <li>• Internships must be <b>prescreened</b> <i>before</i> you start the internship to qualify for academic credit. Please submit the <a href="#">Business Internship for Credit Program Application</a> to begin this process.</li> <li>• This includes submitting your offer letter and unofficial transcript.</li> <li>• You are encouraged to meet with an advisor in the Office of Undergraduate Advising to determine how internship credits fit with your Plan of Study.</li> </ul>
<b>Step Three :</b>	<p><b>Host Company Agreement</b> - Once approved, have the hiring supervisor complete the <a href="#">Host Company Agreement Form</a></p> <ul style="list-style-type: none"> <li>• The intent of this form is to ensure that the hiring company understands the importance of the internship and the expectation that UConn has for the sponsoring company to deliver a quality internship experience.</li> </ul>
<b>Step Four:</b>	<p><b>Identify and Develop a Syllabus with a Faculty Advisor</b></p> <ul style="list-style-type: none"> <li>• You will need to identify a School of Business faculty member to advise your internship. Usually, you should start with faculty you have gotten to know in your classes in the School of Business. If abroad, you will have one as part of the academic program you are attending.</li> <li>• An example of the types of activities are found this <a href="#">sample syllabus</a>.</li> <li>• This must be emailed to Brandy Nelson at <a href="mailto:brandy.nelson@uconn.edu">brandy.nelson@uconn.edu</a> to be registered in the internship credits.</li> </ul>
<b>Step Five:</b>	<p><b>Complete your Internship and the Academic Components Identified.</b></p>
<b>Step Six:</b>	<p><b>Have your Employer Submit the <a href="#">Business Internships Host Company Evaluation</a></b></p> <ul style="list-style-type: none"> <li>• This must be emailed to Brandy Nelson at <a href="mailto:brandy.nelson@uconn.edu">brandy.nelson@uconn.edu</a> by the agreed upon date when the internship is approved.</li> </ul>