

## **BUAD 492**

Internships are a chance for students to gain hands-on experience in the business world, apply the knowledge learned in the classroom to real-world problems, and develop important professional skills. By participating in an internship, students gain a competitive advantage for future employment by providing meaningful work experience and an introduction to a potential career or employer.

### **Internship Coordinator**

Amy Jared  
Career Development Manager, Professional & Career Development  
Center for Student Engagement and Success  
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### *Who can register?*

Students must be engaged in rigorous, professionally applicable work that relates to their field of study, educational goals and/or career aspirations that can be transferred to other employment or academic settings. The hiring organization must provide the student with a supervisor that provides routine feedback. Students will be eligible for 1 credit hour per 50 hours worked. The student can only enroll in BUAD 492 for the academic term in which they are completing the internship.

### *To enroll:*

Students should meet with Amy Jared to discuss internship experience and discuss requirements and obtain necessary forms. Five items must be submitted to the internship coordinator:

- 1) Memorandum of Understanding
- 2) Learning Outcomes Agreement
- 3) Job description
- 4) Offer letter on hiring organization letterhead
- 5) Current resume

Once all forms are completed and turned in, the student can be enrolled.

### *What are the Memorandum of Understanding (MOU) and Learning Outcomes Agreement?*

The MOU will determine appropriate reflection activities to be completed during the internship agreement and the final reflection assignment required at the end of the internship experience. This is signed by the student and the BUAD 492 Internship Coordinator. The Learning Outcomes Agreement is a form completed between the student and the employer that outlines key responsibilities and learning outcomes the student will have in the internship experience.

### *Assignments:*

The specific assignment for BUAD 492 can vary depending on the amount of credit desired by the student. Assignments may include weekly reflections, responding to question prompts, written paper, or oral presentation.

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