

**The University of Akron  
College of Business Administration**

**Guidelines for Internships in Business  
Approved by the Strategic Initiatives Team  
August 1, 2007**

The College of Business Administration offers multiple sections of *Internship in Business* each semester. This document describes the College's guidelines and expectations for such internships. These guidelines shall apply to all CBA students. Each department, including the CBA's graduate programs office, may have specific documented policies that are aligned with the CBA's guidelines.

1. Students who participate in and complete business internships will receive up to three credits in accordance with the respective curriculum provisions in each department. Thus, the College expects students who participate in the internship program to obtain a meaningful learning experience that is an appropriate substitute for at least a senior-level undergraduate (or graduate-level) course in the student's major or area of concentration.
2. The internship in business is intended to provide students with discipline-related, meaningful experiential learning opportunities. Internships are not intended to give students credit for their past or current full-time or part-time employment. Thus, in general, students who work full-time or part-time will not be permitted to use their current employment for internships. Exceptions may be made in cases where a currently employed student who seeks an internship will be engaged in activities that are substantially new and appropriate for internship credit. The onus is on the student and the employer to demonstrate that the activities are substantially new and appropriate for internship credit. Petitions for exceptions must be submitted to and approved by the department chair of the discipline in which the student is majoring.
3. Employers who participate in the internship program commit to providing each CBA intern with a meaningful experiential learning opportunity. The learning objectives for each internship must be documented by the employer and approved by the respective department chair.
4. In cases where employers have not previously participated in internship programs with AACSB-accredited business schools, the College may request (a) a description of the work that the employer expects interns to perform, (b) a description of the company or organization, (c) compensation, and (d) learning objectives. These statements will be used by the College to evaluate the employer's request to participate in the program.
5. To receive credit for an internship, interns must be supervised directly or indirectly by an experienced professional with appropriate academic and/or professional credentials or appropriate expertise and /or success in the field.(e.g., at least a bachelor's degree; professional certification in the field; a record of success and experience in the field; etc.).
6. Normally, students must work for a minimum of 300 hours of appropriate work during the fall, spring, or summer terms to earn three credits for their internships. This translates to a minimum of 20 hours per week for a total of 15 weeks during a semester. Some departments (e.g., accounting) require longer working hours for their majors. Exceptions must be approved by the dean's office upon written recommendation by a department chair.

7. In order to assure academic integrity and student success, some departments may limit the credit hour load an intern can take. Students must be aware of and adhere to their department's credit hour limitations.
8. Each student who signs up for an internship must:
  - a. Demonstrate basic competence in his/her major and satisfy all other prerequisites for an internship in business as established by the department in which the student seeks credit (e.g., earn credit with minimum specified grades; earn a satisfactory score on an achievement test in the major).
  - b. Satisfy all CBA, University, and Center for Career Management (CCM) requirements to participate in internships and must register with CCM
  - c. Satisfy **all** academic requirements to receive credit for the internship as established by the department in which the student seeks credit (e.g., write a research paper and complete other assignments; do a presentation on the internship).
  - d. Commit fully to the ethical principles of the profession and the business organization that employs him/her.
9. A student may participate in only one official internship for credit per degree program. For example, a student in the BS (Accounting) program may participate in only one official internship. If that student also pursues a second major (e.g., BS (Finance)), then the student may participate in a second internship (e.g., finance). Students who wish to participate in additional university-approved experiential learning opportunities may sign up for CCM's Co-op program.
10. Non-business majors may be permitted to do an internship in business provided that it is within the context of the student's academic major or minor and the internship is approved by the appropriate chair in the College of Business Administration. Non-accounting majors are not permitted to do internships in accounting.
11. A CBA student must register for an internship in his/her discipline. For example, accounting majors must take the Internship in Accounting.
12. Students who find their own internships must comply with all of the above policies to register and receive academic credit for the internship.
13. All internships must be approved by the Chair of the Department with responsibility for the students' major.
14. Additional CCM activities:
  - a. CCM will provide opportunities for students to demonstrate awareness of basic professional courtesies and expectations related to interviewing, accepting and rejecting offers, and communicating with potential employers.
  - b. CCM will facilitate student interviews with employers.
  - c. CCM will collect and report statistics on internship programs (e.g., employer lists, compensation rates, number of employers, and other relevant data) and report them to the College at least annually.