BUS 300: Internship in Business  
**Deadline to apply for fall 2016: Sept. 15**  
(Course may fill before deadline – permission granted on space-available, first-come, first-served basis)

The internship course is intended for students who are Business or Pre-Business majors. Internships provide students the opportunity to build upon, apply, and assess the concepts that are developed through the School’s curriculum and to further their professional growth through meaningful real-world job experiences.

Credit
Internships can receive 1-3 credit hours of junior/senior level general elective credit per internship. A student may earn no more than 6 total credit hours from BUS 300 and/or ACCT 599. Internships that are in progress or that have already been completed are not eligible for credit. Please note that part-time or full-time jobs cannot count towards internship credit.

Credit will be assessed based on the following:
- 1 credit hour requires at least 100 hours on the job spread over at least 6 weeks
- 2 credit hours requires at least 150 hours on the job spread over at least 6 weeks
- 3 credit hours requires at least 200 hours on the job spread over at least 8 weeks

Students may elect any number of credit hours as long as they meet the minimum number of hours and weeks onsite for a given level. For example, a student completing a 200 hour internship spanning 8 weeks would be eligible for 3 credits but could elect to earn only 1 credit.

To be eligible for BUS 300, by the time you start your internship, you must:
1. have completed at least 30 hours of college credit and
2. have completed or are currently enrolled in at least one of the foundation business courses (ACCT 200, ACCT 201, DSCI 301/202, IST 301/202) and
3. be admitted to the School of Business or be a Pre-Business student who expects to complete a Business major
4. or receive special permission from the instructor

Additional Requirements:
5. Credit for the internship must be set up PRIOR to starting the internship
6. Internships must relate to the student’s Business major or long-term career goals and provide substantial, professional-level experience in the field of business
7. Internships must be approved by the Director of the Internship Program, Alicia Green in 1130 Capitol Federal Hall (amgreen@ku.edu / 785-864-4192)

Registering for the Course
1. Turn the following documents to Director of the Internship Program, Alicia Green in 1130 Capitol Federal Hall prior to the start of the internship: the Internship Petition form, an up-to-date copy of your resume, and a position description (deadlines for enrollment vary by semester – check with the BCS)
2. If you are admitted into BUS 300, you will receive an email with instructions on how to enroll, usually within a week. If you are not admitted, you will be informed of your non-admittance as well

FAQ’s
Q. Does BUS 300 count towards my major requirements?
A. The class counts as general elective credit only. Consult your Academic Advisor with questions.

Q. Is this a class, or do I just get approved and receive academic credit for the work I do?
A. BUS 300 is an actual course with assignments and an assigned letter grade (A-F). The course is conducted remotely via Blackboard and e-mail, so you do not need to be on-campus to complete the course.

Q. Do I have to pay tuition on the course? Would that mean I am paying to work?
A. Yes, you have to pay regular tuition and fees on the course, as you are earning academic credit and taking a class. Given this, if you do not need general elective credit to graduate, enrolling in the course is NOT recommended.

Q. Do I need to do my internship for credit in order to make it an “official” internship experience?
A. No – internships done for non-credit are not viewed any differently by potential employers or by the School of Business. Since an internship is not required for graduation, doing it for credit does not make it an “official” internship.