Internship Fact Sheet

How do I register my internship for academic credit?
A shortcut should exist on your BizLink homepage, called “Report My Internship”. This shortcut takes you directly to the Internship Main Form, which you will use to report your internships as well as to complete your assignments throughout the semester. If you do not see this shortcut, contact us immediately.

1. Click on the “Report My Internship” shortcut from your BizLink homepage:
   a. Click the “Add New Experience” button,
   b. Enter all information into the Internship Main Form and hit Save.
2. Staff will review your report and send the Management by Objectives Contract (MBO) to your supervisor; you will be copied on this email.
3. Both you and your supervisor must sign the same MBO contract. Coordinate with your supervisor to obtain the signed MBO or have them send to our office by fax or email and we will contact you when it arrives.
4. Staff completes the academic registration process for you.

As an international student, what additional steps must I take?
International students may not begin their internships until CPT is fully authorized. On-campus internships do not require CPT. Students who begin internships without proper work authorization may create unnecessary and severe consequences for themselves and their internship sites.

1. Obtain an offer letter from your internship employer, presented on company letterhead, including:
   a. start and end dates of internship,
   b. hours to be worked,
   c. a detailed statement indicating your internship will not exceed 20 hours per week (fall and spring), or 40 hours per week during the summer.
2. Bring or send the offer letter to us with the completed Management by Objectives Contract (MBO).
3. We will complete your academic registration and write an advisor letter to ISSS requesting your CPT.
4. We will contact you when this process is complete.
5. You will bring the advisor letter and proof of academic registration to ISSS for processing:
   a. this can take between 3 – 7 days, depending on the volume of requests,
   b. there is no fee for CPT processing,
   c. you will receive a new I-20 in the mail.

How do I earn credit for an internship I found on my own?
All internship opportunities found outside of BizLink MUST be pre-screened for credit before an offer is accepted.

2. Present the Internship Description Guide to your employer for completion.
3. Use the completed Internship Description Guide to tell us about your internship:
   a. click on the “Report My Internship” shortcut from your home page of BizLink,
   b. click the “Add New Experience” button,
   c. enter all information into the Internship Main Form and hit Save.
4. Staff will review your internship report and notify you with next steps.

*We retain the right to reject an internship site or experience, when the internship does not meet standards of academic credibility or poses an unsafe or unethical work environment for you.
**Does internship credit count toward earning my concentration area?**

*Internship credit is elective credit and therefore may not be counted toward earning an academic concentration.*

Exceptions = Undergraduate Workforce Management (HR) and General Management.

- Undergraduate students may count internship credit (maximum of two internships or 6 credit hours) toward the total number of hours needed to graduate.

- MBA students may count only 3 credit hours toward the total number of credits required for graduation. The first MBA internship satisfies the curriculum requirement for graduation. A second MBA internship will result in credit hours “over and above” the total number of hours needed to graduate.

**Do I need to complete any academic assignments for my internship?**

Yes. All required assignments are detailed in our syllabus, which is located in the Resource Library of BizLink and on our website. All assignments are submitted through the BizLink system, including final evaluations. Late assignments are not permitted.

**Can I switch my internship placement?**

**ABSOLUTELY NOT.** If you are encountering a problem regarding your internship, speak with a CBIP staff member immediately. We are here to help.

“Nothing ever becomes real until it is experienced.”

-John Keats, poet