**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” button,
   b. Enter all information into the Internship Main Form and hit Submit.
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 are permitted to begin an internship only after CPT is fully authorized and a new I-20 has been issued. Students who begin internships without proper work authorization may create unnecessary and severe consequences for themselves and their internship sites.

1. Report your internship to the Office of Internships and Experiential Learning by clicking “Report My Internship” from your homepage in BizLink.
2. Our staff will contact your internship supervisor and request a formal offer letter along with our signed Management by Objectives (MBO) contract.
3. After receiving the documents noted above, our office will complete registration for three academic credits, and write an advisor letter requesting CPT.
4. Our staff will send you an email with two PDF attachments, including proof of academic registration and the advisor letter. You will use these attachments to complete an online request for CPT from the ISSS office.
5. Log into [https://ubisss.buffalo.edu](https://ubisss.buffalo.edu) and click the blue LOGIN button. This will begin your online process of requesting CPT from the ISSS office. Detailed instructions can be found on the “Explanation of CPT” document, under the section heading, "How Do I Apply for CPT?"
6. ISSS will process your CPT request (allow 5-7 days) and you will be issued a new I-20.
7. Then, you can begin your internship.

**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” button,
   c. enter all information into the Internship Main Form and hit Submit.
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.

**Will I have to pay tuition for my credit-bearing internship?**

- Fall and spring internships usually do not result in an additional tuition bill. The internship registration is included in the overall cost for full-time students carrying a normal course load.
- Summer internships will result in a tuition bill from the University. Tuition rates are available on the Student Response Center website. Our staff requests a fee waiver for all students participating in summer internships, resulting in a slightly reduced bill.

**Can I switch or drop my internship before it is over?**

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

**Can I earn credit for a past internship?**

Unfortunately, no. Credit-bearing internships must be pre-screened for quality and integrity before they begin, and registration must take place at the same time as internship participation. The concept of an internship in part is to learn. We require learning objectives to be identified at the start of the internship; these objectives act as a means to guide your progress as well as provide a basis for reflection regarding your academic assignments.

*“Nothing ever becomes real until it is experienced.”*  
-John Keats, poet