



## Internships and Experiential Learning

### Internship Fact Sheet

#### *How do I register my internship for academic credit?*

A shortcut exists on your BizLink homepage, called "Report My Experience". This shortcut takes you to the **Experiential Learning Form**, which you will use to report your internship. If you are missing the shortcut, send an email to [mgt-internships@buffalo.edu](mailto:mgt-internships@buffalo.edu).

1. Click "Report My Experience" from the list of shortcuts to the right bottom of your BizLink homepage, then:
  - a. Click "Add New"
  - b. Click "Credit-bearing Internship" from the Experiential Learning type choices
  - c. Complete the Experiential Learning form including detailed Learning Objectives
  - d. Initial the Academic Registration Policies and Intern Code of Conduct
  - e. Click "Submit"
2. We will review and confirm the internship, and send the Management by Objectives learning agreement (MBO) to your supervisor by email. You will be copied on this email.
3. Both you and your supervisor must sign the MBO. Scan and email the MBO to us within 72 hours of receipt.
4. After we receive the MBO, we complete 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 **Curricular Practical Training work authorization (CPT)** is fully authorized and a new I-20 has been issued. **International students must ALWAYS earn academic credit for internship participation to obtain CPT.** Students who begin internships without proper work authorization risk severe consequences for themselves and their internship sites.

1. See steps 1 - 3 above to report your internship in BizLink.
2. We will contact your internship supervisor and request a formal offer letter (Employer Letter) along with our signed Management by Objectives (MBO) learning agreement.
3. After receiving the offer letter and MBO, we will process your registration for three academic credits, and complete the Academic Advisor's Recommendation Form.
4. An email will be sent to you confirming your academic registration and any other details. You will use this information to complete an online request for CPT from the International Student Services (ISS) office.
5. Visit the ISS website to [apply for CPT](#).
6. ISS 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.

#### *Can I earn credit for an internship I found on my own?*

In most cases, yes. Internship opportunities found outside of BizLink must be screened\* for credit.

- All internships should be project-based, described in detail, and must include learning objectives.
- If you found your internship through an online posting site or on the employer's website, use that posting to report your internship in BizLink.
- If you found your internship through networking, communicate with your contact to obtain a description. Feel free to ask for assistance by emailing [mgt-internships@buffalo.edu](mailto:mgt-internships@buffalo.edu).
  - a. Once your internship description has been approved, you will report your internship in BizLink following steps a. – e. as described above.
- We 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 our standards of academic credibility or poses an unsafe or unethical work environment for our students.*

### **What if I do not want to earn academic credit for my internship?**

- **International students** must ALWAYS earn academic credit for internship participation to obtain CPT.
- **Unpaid interns** must ALWAYS earn academic credit for internship participation to avoid liability issues.
- **Domestic students** who are paid at an hourly rate (on a payroll) have an option to earn credit or not.

#### **Not earning credit for your internship? We still want to know about it!**

Report your internship in [BizLink](#) by clicking "Report My Experience" under the shortcuts tab on the bottom right hand side of your home page. Select "Non-Credit-Bearing Internship" for experience type.

### **Do I need to complete academic assignments for my credit-bearing internship?**

Yes. All required assignments are detailed in our syllabi, customized per class level. Students earning academic credit for internships receive the syllabus after registration.

### **Does internship credit count toward earning my concentration area?**

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

- Exceptions = Undergraduate Human Resources, Data Analytics and General Management.

### **Can I use internship credits toward graduation requirements?**

- Undergraduate students may count a maximum of two internships (6 credit hours) toward the total number of hours needed to graduate.
- MBA students may count only one internship (3 credit hours) toward the total number of credits required for graduation. The first MBA internship satisfies the curriculum requirement for graduation. Additional internships will result in credit hours "over and above" the total number of hours needed to graduate.

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

- Fall and spring internships usually do not result in an additional tuition bill if you are registered as a full time student; part time students will incur an additional cost.
- 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 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.

*Have a question? Need help? Come see us!*

#### **Quick Questions**

**Mondays / Wednesdays**

2:00 p.m. – 3:00 p.m.

**Tuesdays / Thursdays / Fridays**

10:00 a.m. – 11:00 a.m.

**Career Resource Center (CRC)**

**308 Alfiero Center**

*Appointments can be scheduled using BizLink  
or by calling 716-645-3232*

**Internships and Experiential Learning**  
UB School of Management Career Resource Center  
308 Alfiero Center, Buffalo, NY 14260  
Carrie Gardner, Director  
Annie Hayes, Assistant Director  
(716) 645-3232 phone (716) 645-3231 fax  
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