

## MANAGEMENT BY OBJECTIVES (MBO) STUDENT INTERNSHIP REQUIREMENTS

The following Internship Registration Policies and Code of Conduct applies to all UB School of Management students engaged in internships. This document is imbedded in the Internship Main Form inside of BizLink. All students reporting internships are required to initial both sections as an indication of understanding and agreement of compliance.

### INTERNSHIP REGISTRATION POLICIES

*In regard to my internship registration and IEL, I understand the following:*

1. I will earn three academic credits\* during this internship experience, for which I will complete a minimum of 150 hours of participation and all academic assignments as described in the IEL syllabus.  
*\*If my internship takes place during summer, I understand I will pay summer tuition rates for three academic credits.*
2. If I am an undergraduate student, up to six elective credit hours, (three credits per internship and two internship experiences) can be applied to the total number of hours I need for degree completion.
3. If I am a graduate student, only three elective credit hours (one internship) can be applied toward the total number of hours required for degree completion.
4. Internship credit does not count toward earning my concentration area.  
*Exceptions: undergraduate Human Resources and General Management concentrations allow one internship or 3 credit hours to count toward the concentration area.*
5. I may not resign my internship on my own under any circumstances, and if I am having trouble with any aspect of my internship, I will contact IEL staff immediately for assistance.
6. This is a P/F course for undergraduates and an S/F course for graduate students. An "F" grade will produce negative GPA implications for me.
7. I understand and acknowledge that I am participating in an internship only and will NOT be entitled to unemployment compensation benefits upon completion of this internship experience.
8. **International Students:** As an international student, I understand I may not begin my internship until I have obtained Curricular Practical Training (CPT) work authorization and received an updated I-20. I am allowed to participate in a maximum of two internship experiences (only two CPT requests allowed).

### CODE OF CONDUCT FOR INTERNS

*During my internship, as a representative of UB and the UB School of Management I will:*

- a. Demonstrate respect, dependability and cooperation with my supervisor and co-workers.
- b. Ask questions to resolve any confusion regarding my internship responsibilities.
- c. Maintain a strictly professional relationship with my supervisor and co-workers.
- d. Refrain from using profane or inappropriate language on-site and while engaged in any off-site activities related to my internship, including interactions with supervisors, co-workers and interns; as well as social media.
- e. Refrain from the consumption of alcohol or drugs while engaged in activities related to my internship, including off-site meetings or gatherings with supervisors, co-workers and interns.
- f. Adhere to all organizational policies of the internship employer.
- g. Adhere to the UB Student Code of Conduct (even if my internship takes place off campus).
- h. Strive to understand what constitutes a permissible work absence and who to notify if absent.
- i. Report changes in schedule, supervision, problems with my internship or personal issues interfering with my ability to complete my internship to the IEL director.
- j. Dress appropriately for the work place as defined by the employer's dress code.