Application Deadlines
These deadlines indicate the latest date to have turned in the completed Application Form & Learning Contract packet to the academic advisor, with signatures from your employer and the faculty advisor.

Spring 2016: Feb. 9, 2016
Summer 2016: June 13, 2016
Fall 2016: Sept. 12, 2016

Program Requirements:
To participate in the for-credit internship program, both the student and the internship must meet certain criteria.

**Student requirements:**
- Passed I-Core
- Cumulative GPA or 2.5 of higher
- Work at least 160 hours during the internship semester

**Internship Requirements:** The internship must:
- Support the Learning Objectives in the Learning Contract
- Support the student in completing the course required project
- Be supervised and evaluated
- Provide substantive work experience (<20%)

Course Options:

<table>
<thead>
<tr>
<th>BUS-A380</th>
<th>BUS-M480</th>
<th>BUS-X480</th>
</tr>
</thead>
<tbody>
<tr>
<td>- For Accounting majors only</td>
<td>- For Marketing majors only</td>
<td>- For any business major</td>
</tr>
<tr>
<td>- Internship must be Accounting related</td>
<td>- Internship must be Marketing related</td>
<td>- Internship must be related to your major</td>
</tr>
<tr>
<td>- Can count towards Accounting degree requirements</td>
<td>- Can count towards Marketing degree requirements</td>
<td>- HR Majors: Can count towards HR major requirements</td>
</tr>
<tr>
<td>- Can count towards 150 CPA credits</td>
<td></td>
<td>- Other BUS majors: See an advisor</td>
</tr>
</tbody>
</table>

Application Steps
1. Schedule a meeting with the Academic Advisor to see if course fits in degree requirements, and have advisor sign the form. (**Additionally: If you are an international student check with the Office of International Affairs about CPT credit**).
2. Fill out the attached pages, including Project Proposal form with your employer.
3. Schedule a meeting with the Faculty Advisor to discuss the internship expectations and project proposal.
4. After project is determined, obtain all necessary signatures from employer and Faculty Advisor.
5. **Turn in a copy of the entire packet to the advisor in BS 2010, and keep a copy for your records. The advisor will authorize you for the course and email you confirmation.**
6. Register for the course within five days of receiving email authorization from the Academic Advisor (Any late fees associated with registration can be waived).

Coursework
These courses are all worth three credit hours and must be taken for a letter grade. Coursework includes:

1. Outline for the course project (10% of final grade)
2. Complete course project (ex: research paper, formal presentation, etc.) (75%)
3. Daily journal entries (10%)
4. Student/ employer evaluations (5%)
Project Proposal Form

Steps
1. Prior to the student’s initial meeting with the Faculty Advisor, the student should meet with their employer and prepare a possible project idea to discuss during the faculty meeting.
2. The student and Faculty Advisor will come to an agreement on an acceptable project.
3. The student will review the proposed project with the employer and both must sign and date the form.
4. The student will return the signed form to the Faculty Advisor, who will then sign and date the form for final approval.

Project Description:

What do you expect to learn from completing this project?

What value does this project bring to the employer?

What person(s) in the company will be supporting your completion of this project?

I agree to abide by the terms of the Project Proposal stated above. Failure to complete the agreed upon project may result in the student failing the project component of the course.

(1) Student Name: ________________  Student Signature: ________________  Date: __________
(2) Employer Name: _______________  Employer Signature: _______________  Date: __________
(3) Faculty Advisor: ________________  Faculty Signature: ________________  Date: __________

May 2016
Application Form

STUDENT INFORMATION

Name: ________________________  Major(s): Accounting
                        Finance
                        Management
Student ID: ______________________  Marketing
IUPUI Email: ______________________  Human Resources
Phone: ______________________  Supply Chain
International Studies
Course: BUS-A380  BUS-X480  BUS-M480

EMPLOYER INFORMATION

Company Name: __________________________  Intern Supervisor: __________________________
Website: ________________________________  Title: ________________________________
Address __________________________________  Phone: ________________________________
______________________________________________  Email: ________________________________

INTERNERSHIP INFORMATION

Intern Title: ________________________________  Intern Status: New to the organization
Hours Per Week (approx): ________________  Currently employed by organization
Salary/ Compensation: ________________________  Previously employed by organization

➢ Attach a job description with information on work tasks and responsibilities.

Note: If the student is currently working/ returning to work for the organization, the position must contain additional duties that are above and beyond their current/ previous duties, or Academic Credit may not be granted.

I affirm that the above information is accurate and complete. Any changes to the internship will be communicated to both the Academic Advisor and Faculty Advisor. I agree that the Kelley School of Business can conduct an on-site employer visit during the duration of the internship.

Student Name: _______________  Student Signature: _______________  Date: __________
Employer Name: _______________  Employer Signature: _______________  Date: __________
Learning Contract

Internship Objectives & Student Learning Outcomes

1. Application of classroom theory to outside work experiences. The student will gain an understanding of the relationship between classroom activity, a professional work environment, and their career goals.

2. Gaining practical work exposure. The student will be exposed to ‘real’ job situations relevant to their major, and will better understand their strengths and areas for improvement. Assimilating and adapting into a professional role will provide the student with a window into the career/industry that interests them.

3. Development of professional/personal attributes. The internship experience will add additional skills and values to the student’s knowledge base. Ideally, the student will have the opportunity to develop and demonstrate action-orientated problem solving, critical thinking, and persuasive business communication skills. Through interaction with, and observation of, professionals of varied backgrounds and levels of business experience, the student will mature more rapidly and develop the interpersonal skills essential to building a successful career.

4. Development of Career Goals. The student will be able to make more informed judgments regarding career paths, companies, industries, work environments, required competencies, personal style and fit, as well as ‘next steps’ in career selection and progression.

Student Acknowledgement

I agree to:

- Adhere to all employer policies
- Make every effort to meet the Internship Objectives & Student Learning outcomes during the internship
- Notify the Faculty Advisor of any changes to the internship, including a change in position, major responsibilities, etc.
- Contact the Faculty Advisor prior to early termination of the Internship
- The employer is under no obligation to hire me upon completion of the internship or graduation; nor am I required to work for the employer upon completion of the internship or graduation.
- Complete all required coursework

Student Name: ______________________  Student Signature: _____________________ Date: ________________

Employer Acknowledgement

I agree to:

- Provide a work environment which supports the Internship Objectives & Student Learning Outcomes
- Support and assist the student in completing their course-required project
- Maintain a safe and healthy working environment
- Set goals and objectives with and for the student
- Evaluate the student’s job performance and provide constructive feedback
- Complete the employer evaluation at the end of the semester

Employer Name: ______________________  Employer Signature: _____________________ Date: ________________

Kelley School of Business Acknowledgement

Kelley Agrees to:

- Review & discuss the internship application with the student prior to granting approval
- Review the student’s academic record & provide guidance/counseling prior to granting approval

Academic Advisor: ______________________  Advisor Signature: _____________________ Date: ________________

May 2016