For-Credit Internship Program
BUS-X280

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


Program Requirements
To participate in the For-Credit Internship Program, both the student and internship must meet certain criteria.

Student requirements:
— Current Kelley undergraduate student
— GPA of 2.5 or above
— Work at least 160 hours during the internship semester

Internship requirements - The internship must:
— Support the Internship & Learning Objectives in the Learning Contract
— Be supervised and evaluated
— Provide substantive work experience (<20% clerical)

Application Steps
1. Schedule a meeting (face-to-face or by phone) with the Academic Advisor to see if course fits in degree requirements and have your 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 Application Form and Learning Contract (complete with student and employer signatures).
3. Schedule a meeting with the Faculty Advisor to discuss internship expectations.
4. Turn in a copy of the Application Form, Learning Contract, and Project Proposal to the Academic Advisor in BS 2010 and keep a copy for your records.
5. Register for the course within 5 days of receiving formal emailed approval and authorization from Academic Advisor.  
   (Any late fees associated with registration will be waived).

Coursework
X280 is a 1 credit course and will be taken for a letter grade. The coursework includes:
— Preliminary meeting with Faculty Advisor to discuss internship expectations
— Daily journal entries
— Reflection paper
— Student/Employer evaluations

Miscellaneous
— No retroactive credit will be given for prior internship experience
— This program is for Kelley undergraduate students only
— Internship can be either paid or unpaid

Academic Advisor
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BUS X-280
For-Credit Internship Program
Application Form

STUDENT INFORMATION
Name: _____________________________ Major(s): Accounting  International Studies
          Finance  Management
          Human Resources  Marketing
          Supply Chain Management
Student ID: ___________________________
E-mail: _____________________________
Phone: _____________________________ Other(s): _____________________________

EMPLOYER INFORMATION
Company Name: ___________________________
Intern Supervisor: ___________________________
Website: _____________________________
Title: _____________________________
Address: _____________________________
Phone: _____________________________
E-mail: _____________________________
City, State: _____________________________

INTERNERSHIP INFORMATION
Intern Title: _____________________________ Intern Status: New to the organization
Hours per week (approx.): _____________________________ Currently employed by the organization
Salary/Compensation: _____________________________ Previously employed by the organization
Attach a job description with information on work tasks and responsibilities.
Note: If the student is currently working/returning to work for an 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 complete and accurate. Any changes to the internship will be communicated to both the Internship Coordinator and Faculty Advisor. I agree that the Kelley School of Business will conduct an on-site employer visit during the duration of the internship.

Student Name: _____________________________ Student Signature: _____________________________ Date: __________

Employer Name: _____________________________ Employer Signature: _____________________________ Date: __________

Faculty Name: _____________________________ Faculty Signature: _____________________________ Date: __________
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-oriented 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 Environment, 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 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

Employer Acknowledgement

I agree to:

- Provide a work environment which supports the Internship Objectives & Student Learning Outcomes
- Maintain a safe and healthful working environment
- Set goals & objectives for the student
- Evaluate the student’s job performance and provide constructive feedback
- Complete the employer evaluation at the end of the semester

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

Name: ___________________________  Advisor Signature: ___________________________  Date: ____________