

# Internship Process for Credit U.S. Students

*Requirements for US students who wish to pursue an internship for academic credit:*

1. Internships for credit are available to all full-time IBS students.
2. Students must have been enrolled at IBS for two academic semesters. Students with previous experience with Economics, Business and/or Finance can take the course after one semester at IBS with the approval of the Program Director.
3. Students can enroll in 297a a maximum of 1 time and 297g a maximum of 2 times, for a maximum of three internship experiences. The 297a Field Project course yields 2 credits, while the 297g yields one credit each.
4. Each internship experience must be a minimum of 6 weeks in length and 100 hours.
5. You must discuss internship with a faculty advisor (internship must be related to student's field of study). They must sign both your add slip for the internship course as well as the Faculty Recommendation form.
6. The student must obtain an offer letter from their potential employer. This letter must include the following information:
  - Name and address of employer, on letterhead, signed by supervisor. Letter can not be an e-mail.
  - Dates of employment
  - Paid/unpaid
  - Amount of hours worked per week
  - Title of your position and brief description of your duties. Student must be working in their major field of study.
7. Student will then deliver to Matthew Rocker: job offer letter, completed add slip, and Faculty Recommendation form (must be filled in by both you AND faculty member who must also sign the form)
  - Matthew Rocker will then sign your add slip for you to bring to the registrar to register in the Field Project class.
8. Students can only receive credit for an internship during the semester in which they register for the Field Project course. You can not get credit for an internship done in a previous semester.

## **Special Summer Rules**

In fall and spring, the 297a and 297g Field Project course is covered by regular tuition. In summer, the cost is \$500.00. If the internship is unpaid, the fee is waived.