

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 having 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 only once and 297g twice, 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. Discuss the internship with a faculty advisor (internship must be related to student's field of study). The advisor must sign both an add slip for the internship course and the Faculty Recommendation form.
6. The student must obtain an offer letter from the potential employer. This letter must include the following information:
 - Name and address of employer, on letterhead, signed by supervisor. Letter cannot be an e-mail.
 - Dates of employment
 - Paid/unpaid
 - Amount of hours worked per week
 - Title of position and brief description of duties. Student must be working in their major field of study.
7. Student will then deliver to Karen Muise: Job offer letter, completed add slip, and Faculty Recommendation form (must be filled in by both student AND faculty member, who must also sign the form)
 - Karen Muise will then sign the add slip. Student brings this to 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. Credit will not be given for an internship done in a previous semester.

Special Summer Rules

In Fall and Spring terms, 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.