### FAQs about the COBE Internship Program

#### Are internships required for all business students?

- Students pursuing a Bachelor of Science in Business Administration (BSBA) degree under the catalogue 2008-2009 or after are required to either complete an **internship (BUS 339/439)** or work experience (238/239/338) requirement for graduation. Bachelor of Arts in Business Administration students are not required to complete an internship or work experience.

#### What are the differences between the Business Work Experience (BUS 239) and the Internship (BUS 339/439) option?

- Business Work Experience (BUS 239) earns zero credit hours and hence can be added over and above 19 credit hours during the semester or taken during the summer for no tuition fee.
- There is no minimum GPA requirement for BUS 239.
- The portfolio requirements are fewer than internships. Job description/list of job responsibilities, one page summary of key accomplishments, satisfactory evaluations by the supervisor and proof of having worked 225 hours are the key requirements.
- A Learning Contract is still required and must be pre-approved prior to the start of the experience. To download these forms, go to: [http://www.ashland.edu/academics/business/BusinessInternships.html](http://www.ashland.edu/academics/business/BusinessInternships.html).
- The Learning Contract after being signed by Dr. Pittenger, student and supervisor must be taken to the registrar’s office in-person to register for BUS 239 course.
- Work experience option is open to only juniors and seniors.

#### What criteria must be met prior to participating in an internship?

- Overall GPA of 2.5 or higher.
- Full time Ashland University student status and at least one full year at Ashland University or sophomore status.
- A declared business major or minor.
- Internship involving a minimum of 225 hours.
- Approval by Dr. Pittenger ([kpitten@ashland.edu](mailto:kpitten@ashland.edu) or X5219 or DA 204)

#### What is the process for a student to get academic credit for internships?

- Download internship forms from: [http://www.ashland.edu/academics/business/BusinessInternships.html](http://www.ashland.edu/academics/business/BusinessInternships.html)
- Make an appointment with Dr. Pittenger to complete the Learning Contract. This contract is signed by the student, the student’s supervisor and Dr. Pittenger or the student’s academic advisor when receiving elective credit in a major or minor.
- Return the completed Liability Release Form and a copy of the Learning Contract to Dr. Pittenger before the start of the internship.
- Take the Learning Contract to the Registrar’s office to register for the agreed on course number and elective.
- Submit self evaluations and supervisor’s evaluations during the internship.
- Submit the internship portfolio with the agreed on elements to Dr. Pittenger by the deadline on the Learning Contract.

#### How many internships can a student complete?

- Three - one for major, one for the minor and one for general business.

#### Does the internship have to be paid or unpaid?

- No, internships can be paid or unpaid.
• It can be paid or unpaid. We encourage paid internships.

Is there a cost to taking an internship?

• It depends. It is like a regular course. If you register for it during summer, it will cost you 3 credit hours worth of tuition. If you register for it in the fall or spring and keep your hours under 19 or fewer, your comprehensive fee will cover it.

When can a student do the internship/work-experience?

• Any semester—fall, spring or summer.

Can internship/work-experience be with a student's own family business?

• Yes, as long as all the requirements are met.

Does it have to be a formal internship program?

• No, your regular work can be turned into an internship with the cooperation of your employer.

How are internships graded?

• Internships as part of the Business Core or student's major are always graded on a A-F scale. The grade is based on the student's portfolio showcasing the internship projects. For second or third internships in the student’s minor, or a general business elective, a student can choose BUS 439 for S/U option. General business elective internships (BUS 439) are only for S/U grade.
• For more information on the internship portfolio requirements, check out the section on Internship Forms. For the S/U option, the requirements are simpler.

What does an employer need to provide a student?

• A list of projects or meaningful job responsibilities related to the discipline for which the internship is.
• A formal supervisor who is willing to oversee the work of the student to:
  o Sign the Learning Contract & help achieve its objectives.
  o Complete and mail two evaluations.
  o Provide material for the internship portfolio.

In case there are other questions who is the contact person for COBE internships?

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