Internship Facts

- Business internships are expected to be project-oriented professional work experience related to the student’s major or minor or to the discipline of business in general.
- Business students can do three internships for a total of 9 credit hours – one in major, one in minor and one general business.
- The internship in the major is always BUS 339 and is graded using letter grades. The projects must be closely related to the major.
- A general business internship to fulfill Business Core requirement must be BUS 339 (letter grade) and a general business internship as an elective is BUS 439 (S/U option).
- An internship in the minor can be BUS 339 (letter grade), or BUS 439 (S/U option). The projects must be related to the minor.
- An internship in the student’s major or minor automatically fulfills the Business Core requirement.
- Each internship experience is 3 credit hours.
- A student can do only one internship per semester.
- Internships can be completed during any semester – fall, spring or summer.
- In order to qualify for internship experience, a student is required to have:
  
  (a) A cumulative GPA of 2.5 (unless approved by the internship coordinator)

  (b) Sophomore status

  (c) Full time Ashland University Status for at least a year

  (d) Declared business major or minor

- The second and third internship must be with a different employer or with a different department of the same employer or have a different set of responsibilities/projects. No more than two internship experiences can be with the same employer.
- Each internship experience requires a minimum of 225 hours. It can be spread over a semester (e.g., 15 hours a week for 15 weeks) or over a year (e.g., 10 hours a week for 30 weeks) or condensed into six weeks (e.g., 40 hours a week). Most internships involve 400-600 hours of work.
- Internships can be paid or un-paid.
- Internships do not have to be part of a formal internship program. A regular job can be turned into an internship with the co-operation of one’s employer. The Employer can be a family business.
- All internships must be pre-approved through the use of appropriate documentation (available on ashland.edu/~kpitten/) at least 30 days prior to the start of the experience but no later than the 4th week of each semester. No credit is given retroactively.
- Students must register for the course by going in-person to the registrar’s office with their Learning Contract.
- Students can register for the summer internship experience in that summer (and pay the regular 3 credit hour tuition) or in the subsequent fall. As long as the student is below 19 credit hours during the regular semester, there is no additional cost. To register for the subsequent spring, the student must obtain the Dean’s approval.
- A student is required to meet the terms of the Learning Contract including submission of the Internship Portfolio to earn the grade.