BUS 491 Section 730 Business Internship Course FAQs

- What are the forms that I need to complete to be considered for internship credit?

  There are three (four for international students) that need to be submitted before your application will be reviewed. Complete the following forms and submit to BUSInternship@broad.msu.edu:
  - Form one: Student and Supervisor Internship Agreement Form
  - Form two: Student Agreement Form
  - Form three: Scanned copy of the offer letter from employer (including job description/duties)
  - *International Students ONLY*: Curricular Practical Training (CPT)

  Print forms one and two, complete all portions and sign. Your supervisor will also need to sign the “Student and Supervisor Internship Agreement” form. If you are able to, please submit the forms prior to the noted deadline.

- Where can the forms be found?

  Forms one and two are located on our website: https://uas.broad.msu.edu/bus-491-internship-course/.

- When can I enroll into BUS 491? On schedule builder, it shows that the BUS 491 course is locked, and I can’t enroll into the course. What should I do?

  After all necessary forms have been submitted your completed application will reviewed. You will hear back from the office within a few days regarding your status. If your internship is approved, you will receive an email from us stating that you are approved and our office will enroll you in BUS 491 section 730.

- Is there a GPA requirement?

  Yes, at the time you submit internship approval documents, students should have a minimum 3.0 GPA to be eligible for enrollment in this course.

- What are the assignments that I need to complete for the course?

  All of the assignments are posted on D2L, which you will have access to after you are enrolled in the course. You will be required to complete readings, and most assignments ask you to reflect on your internship experience to determine the skills you have gained, the projects you have completed and the professional growth you have experienced. Your internship supervisor will also need to provide evaluative feedback at the completion of your internship experience.

- How many credits can I earn?
You can earn 3 credits. Broad students can earn a maximum of 3 credits of internship or other work experience which counts towards graduation.

If you are a Business Admit major and you are intending to apply for the Accounting major, please note "only two 1 credit enrollments for Accounting majors of internship or other work experience counts towards graduation". Accounting students should enroll in ACC 493: https://uas.broad.msu.edu/careers-internships/.

Supply Chain Management majors who are receiving financial aid or are not US citizens, and therefore must maintain full-time enrollment status in fall and/or spring semesters while completing a six month internship, should consider enrolling in SCM 293: https://uas.broad.msu.edu/careers-internships/

- **How many hours do I have to work?**

  Students are required to work in their internship a minimum of 135 hours during the duration of the semester (or a minimum of 9 hours per week). Internship hours must be completed during the dates of the 15 week academic semester. Work hours acquired before or after the semester will not be counted towards the total 135 hours.

- **What types of internships are approved for the course?**

  Your internship should clearly relate to your academic and/or career goals. It should also help prepare you professionally for your future career. No internship can be approved for course credit until you and your supervisor have submitted the required forms for our office to review.

- **Can the internship be paid or unpaid?**

  Yes. It can also be a stipend internship.

- **Is there a program fee or tuition cost for the course?**

  You are responsible for the tuition for the course, just as you would pay for your other courses at MSU. There is no additional program fee to enroll into BUS 491 section 730.

- **What is my option as a student who is receiving financial aid and working a full-time internship throughout the semester, and needs to be enrolled full-time for financial aid purposes?**

  Good news! If you are a financial aid recipient who needs to maintain full-time enrollment status while working a full-time internship throughout the semester (36+ hours per week), you qualify to be coded as such. By enrolling BUS 491 section 730 and indicating on the Student Agreement Form that you are a financial aid recipient who needs to maintain full-time enrollment status, you are able to coded as a full-time student by the Registrar’s Office.

- **What is my option as an international student who is working a full-time internship throughout the semester, and needs to be enrolled full-time in order to maintain my student visa?**
Good news! If you are an international who needs to maintain full-time enrollment status while working a full-time internship throughout the semester (36+ hours per week), you qualify to be coded as such. By enrolling BUS 491 section 730 and indicating on the Student Agreement Form that you are an international student who needs to maintain full-time enrollment status in order to maintain your student visa, you are able to coded as a full-time student by the Registrar’s Office. As a result, you will not need to complete a Reduced Course Load (RCL) form.