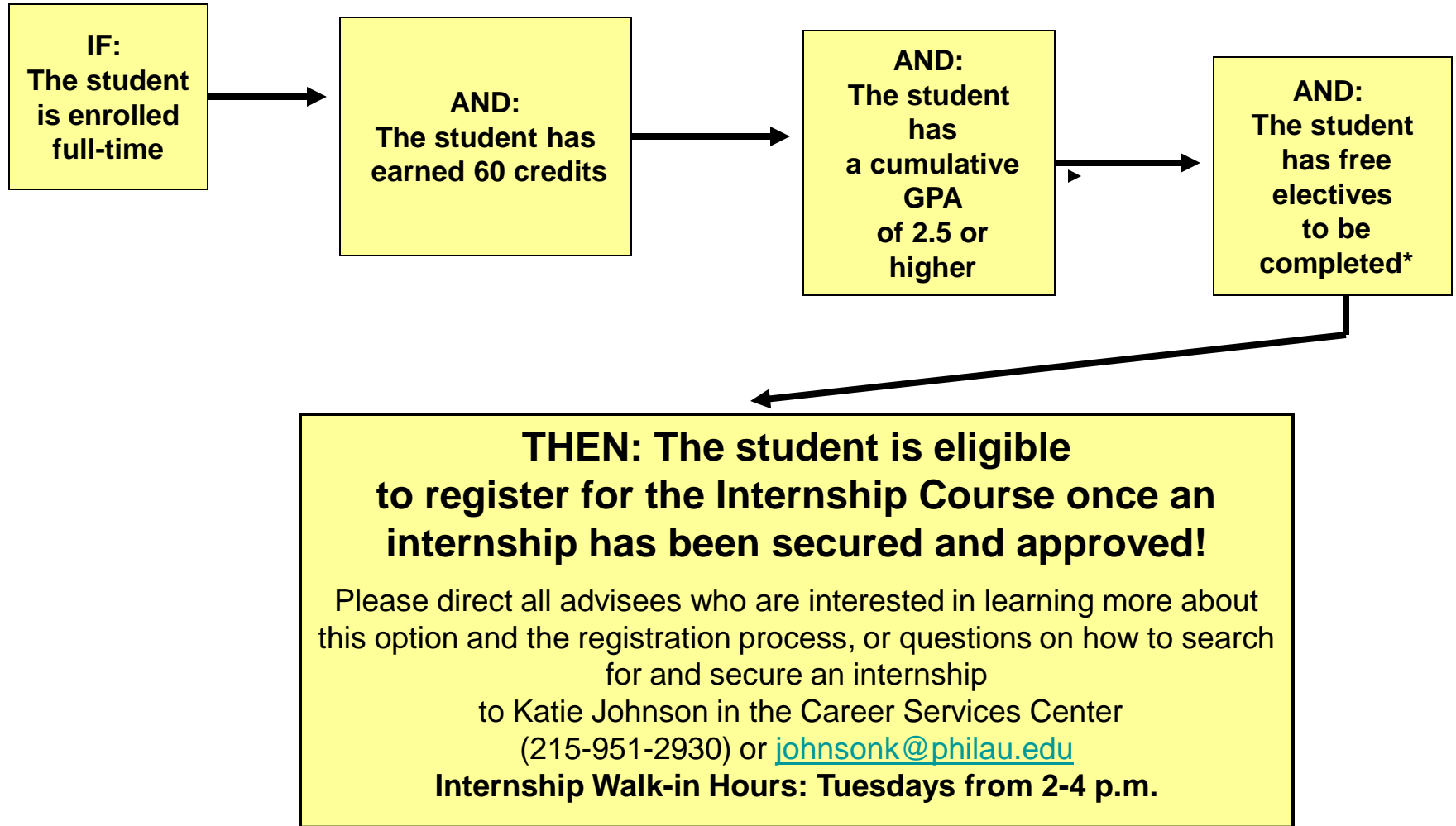


Undergraduate Internship Course Advising - Guidelines

For students in the School of Business Administration

(BUS 493)



* Students can still pursue the Transcript-notation internship course option if they have no free electives remaining for an \$90 processing fee. (See Reverse)

Undergraduate Internship Course Advising - Additional Information

For students in the School of Business Administration

For Additional Information on Academic Internships

Students and advisors are both encouraged to review the information listed at:

http://www.philau.edu/career/students/internship_program.html

To be registered for the internship course, students must submit all internship registration paperwork, which can be obtained from Career Services, no later than the **last day to add classes** for the semester in which they are planning to intern and take the internship course.

Students searching for internships are encouraged to contact Career Services (215-951-2030 or careerservices@philau.edu) to schedule an appointment with Katie Johnson, or stop by internship walk-ins on Tuesdays from 2-4 p.m.

Appeal Process: Students who do not meet one or more of the minimum eligibility requirements for an academic internship listed on the reverse side can submit a written appeal to their faculty internship advisor and/or academic Dean. Students should contact Katie Johnson (johnsonk@philau.edu) to understand the appeal process and further details.

3-credit Internship Course:

- Students must complete a minimum of 144 hours of employment at the internship site during the semester.

6-credit Internship Course:

- Students must complete a minimum of 420 hours of employment at the internship site during the semester.

Transcript-notation course:

- Students must complete a minimum of 144 hours of employment at the internship site during the semester.

(Note: Students can earn up to 6 credits for the internship course)

All academic internships will be reviewed for approval based on the following:

- Opportunity to apply learned classroom skills and/or relevance to career pursuits.
- Opportunity to develop and/or sharpen key professional skills in a professional work environment.
- Mentored or supervised by a professional in the field.
- Involvement in meaningful and challenging projects.
- Exposure to the company's business units and initiatives.