

INTERNSHIP-RELATED COURSES: X498 & W499

BUS X498 and W499 are internship-related courses offered through the Kelley School of Business.

WHAT IS THE DIFFERENCE BETWEEN X498 AND W499?

CHOOSE BUS W499 (ZERO CREDIT COURSE) IF:

- You would like to have your internship experience listed on your transcript.
- You are an international student completing the Curricular Practical Training (CPT) process. Contact Sara Ko-Ada kos@indiana.edu and review the [steps in the CPT process](#).
- You have secured an unpaid internship and your employer requires that your internship “has an affiliation with IU” or a formal letter from IU acknowledging the internship. Contact Kelley Undergraduate Career Services at ucso@indiana.edu if you require such documentation.

CHOOSE BUS X498 (2 CREDIT COURSE) IF:

- You would like to maximize your internship experience through a two-credit, “online” official Kelley course designed to deepen your overall learning gained from the internship.
- Have secured an unpaid internship and your employer requires you to “EARN CREDIT for your internship with a university” or your employer “requires a formal letter from IU acknowledging you will EARN CREDIT for your internship.” Contact our Office at ucso@indiana.edu if you require such documentation.
- Students who have summer internships will enroll in W499 for the summer and X498 for the following fall. The course assignments will be completed during the summer concurrent with the internship. The tuition, credits and grades for the summer internship will be applied to the fall schedule.

WHAT CLASSIFIES AN INTERNSHIP ELIGIBLE FOR X498?

THE INTERNSHIP MUST:

- Be Supervised. You must be based in an office and meet in person with your supervisor at least once a week to discuss progress, challenges, etc. Self-employment is not eligible.
- Be a minimum of 280 hours over the course of the internship.
- Have a meaningful work component. You must have responsibility for a relevant business function or project to further your understanding of career fields and/or course work.
- Increase employability. The internship must be with a bona fide organization or entity that will increase your employability in the area of business.

HOW DO I APPLY FOR X498 AND W499?

Note: If you have already reported your internship through Kelley Connect, still follow these steps.

- Go to Kelley Connect and click on the shortcut on the homepage “X498/W499 Application” **PRIOR** to the start of the internship.
- Click on “Add new Experience.”
- Fill out the application and select either X498 or W499 in the TYPE field. **Do NOT choose internship.**
- The following information **MUST** be included for your internship to be approved:
 - **DETAILED** job description—Use the original job description from the posting or describe your key responsibilities.
 - Defined **internship duration**—Start and end dates, number of hours per week.

WHEN ARE APPLICATION DEADLINES?

WHAT'S NEXT?

NOTE: Applications for either course **MUST** be submitted **PRIOR** to the start of the internship.

- **BUS W499 spring deadline** for international students with **KISI-approved internships** is **MARCH 1**.
- **BUS W499 fall deadline** for international students with **KISI-approved internships** is **OCTOBER 1**.
- **BUS W499 summer deadline** for **ALL STUDENTS** is **JUNE 5**.
- **BUS X498 spring/W499** internship deadline is **FRIDAY OF THE FIRST WEEK OF CLASSES**.
- **BUS X498 fall/W499** internship deadline is **FRIDAY OF THE FIRST WEEK OF CLASSES**.

- Once your application has been submitted on Kelley Connect, you will receive an e-mail from the UCS stating your application has been approved or denied.
- If approved, you will receive an e-mail from Courtney Phillips from the Kelley Communication, Professional, and Computer Skills (CPCS) department with specific instructions to enroll in the course.
- You **MUST** follow the instruction closely. A class permission is required to enroll in the courses.

FREQUENTLY ASKED QUESTIONS

1. DO I NEED TO TAKE BUS-X498 OR BUS-W499 TO COMPLETE INTERNSHIPS AS A KELLEY STUDENT?

NO.

Kelley students are NOT REQUIRED to take BUS-X498 or BUS-W499 concurrent with their internship experience, unless you are an international student with an internship in the U.S. If you are an international student, please refer to our [CPT Application Guide](#) for more information.

2. DO I NEED TO PAY FOR BUS-X498 OR BUS-W499?

YES.

If you are taking BUS-X498 in the spring or fall semester, you will need to pay around \$1,000 (for in-state students) or around \$2,000 (for out-of-state or international students) to take this two-credit course. If you are taking BUS-X498 in the summer, you will need to enroll in BUS-W499 for the summer (as a placeholder) and register for BUS-X498 for the following fall. The course assignments will need to be completed during the summer concurrent with the internship. The tuition, credits and grades for the summer internship will be applied to the fall schedule. If the two credits from your summer X498 exceeds your fall semester credit hours beyond 18, you will need to pay additional fees.

For BUS-W499, as it is a zero-credit course, you will only need to pay around \$50 for course registration.

If you have additional questions about financial aid/loan or tuition/credit fees, please direct them to [IU Bursar](#).

3. IS THERE ACTUAL COURSEWORK I WILL NEED TO COMPLETE IF I'M ENROLLED IN BUS-X498?

YES.

As this is a two-credit course, there is actual coursework needed to complete during your internship for you to receive a letter grade. While there are no tests or exams, be prepared to read relevant professional development articles, submit reflection papers, among other internship-related assignments.

4. WHO DO I TALK TO IF I HAVE MORE QUESTIONS ABOUT BUS-W499 OR BUS-X498?

You may contact the Kelley Undergraduate Career Services by email ucso@indiana.edu or by phone 812-855-2482.