Internship Seminar Courses: Guidelines and Pre-Internship Checklist

Gatton College of Business & Economics

Follow the chart below to determine which course is appropriate for your internship experience. Course descriptions and enrollment processes are further detailed in this packet.

If you have questions that are specific to your situation, or need help clarifying which course to take, please email Graham’s Assistant Director of Employer Engagement, Rachel Clark, at [rachel.clark@uky.edu](mailto:rachel.clark@uky.edu)

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\*PLEASE NOTE: It is Gatton College of Business and Economics policy that a student may not earn academic credit (B&E 396/397) for the same internship experience more than one semester. Students are encouraged to gain different experiences, develop new skills, and engage in different academic reflection to gain more than one semester’s credit for B&E 396 or B&E 397.

Pre-Internship Checklist:

* Review this packet to understand your course-credit options that are pairable to a secured internship offer
* Secure an internship offer: Remember, you’re encouraged to work with your Graham Career Advisor during your search. Leverage tools like Handshake, LinkedIn, and your personal network.
* Once you’ve secured an internship, complete a course-enrollment form via Handshake:

Steps to submit your enrollment form:

* Login to Handshake using your LinkBlue username and password
* Select the Career Center tab on the top right
* Select Experience under *What Can we Help you Find* and select *Request a New Experience*
* Select B&E396 or B&E 397 Internship under *Experience Type*
* Complete the entire form for approval
* Your enrollment form will be reviewed for approval within 48 hours
* Note that as a student, you are responsible for paying for internship courses for which you register.  In all cases, if a student is receiving academic credit, a student will be assessed tuition and fees at the appropriate rate.

B&E 396

**Students with part-time internships (any time of year) or full-time internships (summer only) should register for B&E 396.**

* B&E 396 is a Pass/Fail, variable credit course base on the number of hours worked at the internship site. Students may earn 1-3 credits in one semester/term and can earn a maximum total of 6 credits via B&E 396 across multiple terms.
* The Gatton College allows up to 6 credit hours from internships to count towards elective credits. Students may enroll in additional internship courses, but additional credit hours will not count towards requirements.
* We ask that students register for the internship seminar as soon as the offer is accepted. If your offer was given after the add/drop period has ended, you are still eligible to enroll up until the midterm deadline of the semester you are looking to receive credit. Once the midterm of the semester is reached, internship credit cannot be added.

# How to Register for B&E 396:

* Secure an internship offer from an employer.
* Develop at least three specific learning objectives for your experience. Objectives should be measurable and within reason during the timeframe of your internship.
* Complete the Internship Seminar Course Application found on Handshake at <https://uky.joinhandshake.com/experiences/new>

Steps to submit your enrollment form

• Log into handshake using your LinkBlue username and password

• Select the Career Center tab and choose Experiences as the drop-down option

• Select Request an Experience

• Select B&E396 Internship under "Experience Type"

• Complete the entire form for approval. Graham Office Staff will review your application and contact you with any follow up questions. You will see the course added to your schedule on MyUK.

**Academic Components of the Course**

1. The number of credit hours you can earn from an internship (during one semester/term) is related to the number of hours worked. Below are the minimum work hours required to earn the credit hours specified for a *paid internship*. Note that students completing an *unpaid internship* cannot exceed 150 working hours.

* 1 credit = 48 total work hours
* 2 credits = 96 total work hours
* 3 credits = 144 total work hours

1. In addition to the hours you complete onsite, you are responsible for completing the B&E 396 web-based seminars and related assignments, which include submitting a supervisor-signed learning contract at the course’s start, a supervisor-signed time-log at the course’s conclusion, and 4 comprehension quizzes tied to the course’s four module-based seminars, each of which focuses on a professional development best-practice topic. The course is accessible on Canvas and can be completed from any location. A course syllabus will be provided upon enrollment.

B&E 397

**Students with full-time internships for a fall or spring semester should register for B&E 397. B&E 397 cannot be earned during summer terms.**

* B&E 397 is a Pass/Fail, 1 credit hour course.
  + Enrollment status will show as full-time in the system, which addresses the concern about scholarships, insurance, student loans, etc. that require students to have full-time enrollment. Students only pay for 1 credit hour, as opposed to a full-time course load.
  + Students must complete 180 field hours across the duration of the semester/term.
  + Students should not take any other courses during the semester in which they complete B&E 397.
  + The internship MUST be a paid internship.
* The Gatton College allows up to 6 credit hours from internships to count towards elective credits. Students may enroll in additional internship courses, but the additional credit hours will not count towards elective requirements.
* The “Internship Seminar Course Application” should be completed by the drop/add deadline during each semester. On occasion, students get confirmation of an internship offer after the drop/add deadline. Applications at this stage are considered on a case-by-case basis. Enrollment in B&E 397 is not permissible until other courses are dropped for the semester. Financial billing considerations are also involved if a student changes plans once the semester begins.

# How to register for B&E 397:

1. Secure an internship offer from an employer.
2. Complete the Internship Seminar Course Application **within two weeks of starting your internship**. It can be found on Handshake at <https://uky.joinhandshake.com/experiences/new> .

Steps to submit your enrollment form

• Login to handshake using your linkblue username and password

• Select the Career Center tab and choose Experiences as the drop-down option

• Select Request an Experience

• Select B&E 397 Internship under "Experience Type"

• Complete the entire form for approval. Graham Office Staff will review your application and contact you with any follow up questions. You will see the course added to your schedule on MyUK.

1. Develop at least three specific learning objectives for your experience. Objectives should be measurable and within reason during the timeframe of your internship. The objectives are entered as part of the application.

Note: In addition to the hours you complete onsite, you are responsible for completing the B&E 397 web-based seminars and related assignments, which include submitting a supervisor-signed learning contract at the course’s start, a supervisor-signed time-log at the course’s conclusion, and 4 comprehension quizzes tied to the course’s four module-based seminars, each of which focuses on a professional development best-practice topic. The course is accessible on Canvas and can be completed from any location. A course syllabus will be provided upon enrollment.

ACC 399

**Accounting students with full-time internships for the fall or spring semester are eligible to register for ACC 399, rather than B&E 397.**

* Dr. Myrtle Clark with the School of Accountancy is the contact for questions and approval of internships.
* ACC 399 is a Pass/Fail, 1 credit hour course, but counts as full-time.
  + Student status shows as full-time in the system so no need to worry about scholarship, insurance, student loan, etc. that require the student to remain in full-time status. Student only pays for 1 credit hour as opposed to a full-time course load.
* Gatton allows up to 6 credit hours from internships to count towards elective credits.
  + The student may enroll in additional internships but the credit hours will not count towards electives.
* Students whose ACC399 internship ends early in the semester may choose to enroll in ACC555 – Forensic Accounting & Fraud Examination (3 credit hours) in addition to ACC399. *Student may not otherwise enroll in additional courses for the same semester, whether in person or online.*

# How to register for ACC 399:

1. Secure an internship offer
2. Contact Myrtle Clark at [mclar1@uky.edu](mailto:mclar1@uky.edu)
3. Include offer letter from company and your student ID #
4. Dr. Clark will work with Undergraduate Resource Center to add the course to your schedule.
   * Student will not be able to register into ACC 399 on their own.
   * Student will be notified when enrolled or if ineligible to enroll in ACC 399