

COLLEGE OF BUSINESS

MECOP Internship Credit Request

BA 410 MECOP Internship P/N

This form must be completed by the student with signatures from the student and MECOP faculty supervisor. After completing the form with the MECOP faculty supervisor signature, return the form to the Advising Office, Austin 122. A registration restriction over-ride will be submitted by the MECOP academic advisor. Once the over-ride has been submitted, you will receive an ONID email instructing you to register for the course by CRN. Keep a copy of this document for your records.

A separate form must be completed for each academic term where BA 410 internship credits are requested.

Some students may not want or need the internships credits. You still must complete this form and choose the no credit option.

Credits: A maximum of six academic credits may be granted for BA 410 for one academic term. A full-time (40 hours per week) internship position for one full academic term is considered to be equivalent to six credits. BA 410 may be repeated to the maximum, which is cumulative, of sixteen credits.

Exception: Due to Visa related issues, **International students** must check with international programs about enrollment credits and full time restrictions prior to applying to BA 410. In cases for international students who use summer as their vacation term, they can sign up for 12 credits fall term to maintain fulltime status. This exception must be requested along with the BA 410 form.

Grading: BA 410 is offered on a P/N graded basis only. BA 410 is graded by the faculty supervisor using the MECOP company appraisal report completed by your internship company supervisor. You must submit this report to Prof Reitsma, Faculty Supervisor. Credits for the internship cannot be released until the appraisal report is received.

Registration for each term must be made **in advance** of the term requested. Retroactive approval/credit for previous work experience will not be granted. A student must be registered for BA 410 in the term(s) in which the internship occurs.

- Summer 2020 section: CRN: 72437 BA410 Section 010
- Fall 2020 section: CRN: 14981 BA 410 Section 002

Student completes the information below in the box:

STUDENT NAME _____ ID# _____
E-MAIL _____ PHONE _____
ADDRESS _____
NO CREDIT OPTION (circle one) YES or NO
NUMBER OF CREDITS REQUESTED ____ CRN _____ TERM/YR _____
MECOP FACULTY SUPERVISOR is Prof Rene Reitsma, Austin 471
OPTION/MAJOR DECLARED _____
INTERNSHIP COMPANY _____
INTERNSHIP LOCATION _____
COMMENTS:

REQUIRED SIGNATURES:

Student: _____ Date: _____

MECOP COB Faculty Supervisor: _____ Date: _____

Over-ride submitted by Dan Schwab _____ Date: _____

This form will be scanned into OnBase _____