

PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF BUSINESS
CO-OP AND INTERNSHIP COURSES
Earning Credit and Registration

In the College of Business, co-op and internship courses are considered electives and may be used to satisfy some college requirements.

- **Accounting** majors may earn credit for the appropriate internship course; however, it will not be counted as an accounting elective per their degree plan.
- **Finance and Management Information Systems** majors may use the appropriate internship course as a business elective as determined by their department head. If students have already taken a business elective, the course cannot be used as an MISY or FINA elective.
- **Management and Marketing** majors may use the appropriate internship course as an unrestricted elective or elective in their field of study as determined by their department head.

The College of Business offers the following co-op and internship courses during the fall, spring, and summer semesters. Each course is 3 semester credit hours (SCH).

| PREREQUISITE TABLE: INTERNSHIP COURSES | | |
|---|--|----------------------------|
| Course | Prerequisite | Prerequisite Course |
| FINA 3339, Finance Internship I | Sophomore Status ; Minimum GPA of 2.50 | FINA 3338 |
| FINA 4339, Finance Internship II | Sophomore Status ; Minimum GPA of 2.50 | FINA 3339 |
| MISY 3339, Information Systems Internship I | Sophomore Status ; Minimum GPA of 2.50 | MISY 2301 |
| MISY 4339, Information Systems Internship II | Sophomore Status ; Minimum GPA of 2.50 | MISY 3339 |
| MGMT 3339, Co-op Education I | Sophomore Status ; Minimum GPA of 2.50 | MGMT 3310 |
| MGMT 4339, Co-op Education II | Sophomore Status ; Minimum GPA of 2.50 | MGMT 3339 |

To obtain academic credit for a co-op or internship experience, students must register for a co-op or internship course with the internship coordinator (assistant dean, department head, or designated a faculty member) or with their respective College of Business department head, pay related tuition and other fees, and earn a grade of C or better. Students may earn a maximum of six total credit hours for internships and are limited to registering for three internship credit hours per semester.

Internships for academic credit require a *minimum* of 150 hours of work per semester (roughly ten hours per week); employers may require more. The internship may or may not include compensation, scholarships, housing, or transportation.

Qualifying Companies and Firms

Many companies offer internship opportunities, however not all internships qualify for college credit. Internships are evaluated on a company-by-company basis and it must be evident that a student will be able to apply learned business concepts and receive a professional work experience. The internship coordinator and department head will determine if an internship is eligible for credit.

Registration for Internship & Co-Op Courses

A student is eligible to enroll and earn credit for the College of Business co-op or internship course if they satisfy the following:

1. Student must be in good academic standing.
2. Student must have a minimum 2.50 overall cumulative grade point average.
3. Student must have earned at least sophomore status (30 earned credit hours).
4. Student must have passed, with a grade of C or better, six hours of coursework in their respective field (see list below) **and** satisfy the prerequisites for the course in which they plan to enroll (see the Prerequisite Table).
 - a. MGMT 1301 (Introduction to Business) or its equivalent
 - b. MISY 1305 (Business Computer Applications) or its equivalent
 - c. MGMT 2000 (Professional Development for Business I)
5. Have the approval of the internship coordinator and department head.

To register for one of the College of Business internship or co-op course, students must go through the following steps.

- Provide the following information to the Internship Coordinator:
 - An official offer letter on company letterhead from the company;
 - An official job description, including the official job title on company letterhead;
 - The name and contact information for the supervisor or an organization contact, and
 - An current/updated resume.
- Complete the *Registration & Special Approval Form* (the form you typically complete to register for classes) and submit it to the Internship Coordinator.
 - *Note: The form will not be signed by the Internship Coordinator until the internship is verified. Please allow at least five (5) business days for verification of the internship.*
 - Verification deadlines
 - Summer – May 1
 - Fall – August 1
 - Spring – December 1

Student Briefing and Assessment for Learning (Grading)

Prior to beginning their internship/co-op experience, a student briefing is provided by the internship coordinator. The purpose of the briefing is to review the internship purpose, course requirements, and the grading methodology. During the semester, the internship coordinator or department head may contact the student as well as the student's supervisor. The primary purpose of this call is to review student's progress and discuss other topics directly related to the internship/co-op opportunity.

A formal evaluation is required of supervisors and a part of the course grade.

The determination of the final grade for an internship will be based on:

- Student's weekly journals (20%),
- Supervisor's evaluation (40%),
- Student's internship report (40%).