

**SCHOOL OF BUSINESS AND INDUSTRY (SBI)  
ACADEMIC INTERNSHIP CREDIT REQUIREMENTS**

<b>Experiential Internship Experience</b> + <b>SBI Internship Course</b>	<b>= Academic Internship Credit</b>
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**What is an Experiential Internship Experience?**

An Experiential Internship Experience is the actual internship (On-site, Hybrid or Virtual) that is completed over the course of eight (8) weeks or more, working no less than 300 hours in total while on the internship. The internship must be professional in nature and offer an authentic work experience related to academic coursework and knowledge obtained.

**What is SBI Internship Course?**

The SBI Internship course is an online internship course on Canvas that students are *given permission* to enroll in during the same term/semester as the internship is being completed. Students must complete all assignments in Canvas on time, and ensure submission of final supervisor evaluation is completed electronically through the link provided by SBI Office of Career Development Services.

**Frequently Asked Questions (FAQ)**

1. How do I certify my internship?
  - Refer to Rattler’S BIZLink (Documents Library) SBI Internship Eligibility Requirements and Certification Process Steps
  - Internship certification deadlines, eligibility requirements, and certification process steps must be followed to receive permission to enroll in an internship course
  - No permission to enroll in an internship course will be granted without a secured eligible internship
  
2. How do I receive credit for the SBI internship course once enrolled?
  - Complete online weekly assignments in Canvas on time over the term/semester of internship
  - Ensure that Employer Supervisor Evaluation is submitted on time
  - Obtain outstanding performance ratings from Supervisor and work no less than 300 total hours while on the internship
  
3. What if my employer does not complete external evaluations due to legal restrictions?
  - Intern must obtain *employer provided evaluation document* from Supervisor and submit electronically to Internship Course Instructor