**BA495A (3 to 6 credits) Business Internship**

**Procedures and Requirements**

Internship Coordinator:

* Dr. R. Mandhachitara ([rum20@psu.edu](mailto:rum20@psu.edu))

Prerequisites:

* [BA 321](https://bulletins.psu.edu/search/?P=BA%20321) and [BA 322](https://bulletins.psu.edu/search/?P=BA%20322) and [BA 420](https://bulletins.psu.edu/search/?P=BA%20420) and Permission of program

Numbers of Hours Required:

* 150 hours for 3-credit BA495A
* 300 hours for 6-credit BA495A

Semester:

* Open in Fall, Spring or Summer (Contact Internship Coordinator)

Procedure:

1) Apply for an internship position as soon as you know when you are ready to do the internship. Use Career Services or other job placement resources.

2) Approximately *one month* prior to the start of the semester

* Students will reach out to the internship coordinator for the initial meeting via Zoom (<https://psu.zoom.us/j/5521500673>) which will cover the course requirements e.g., credit hours, roles and responsibilities, job description, type of organization, course-related assignments.

3) Approximately *Two weeks* prior to the start of the semester

* Students will meet via Zoom with the internship coordinator to inform them of the successful internship position. Discussion will cover internship job description and student’s expected learning outcome will be covered. The internship coordinator will unofficially approve the internship.
* Students then complete and turn in the internship packets providing internship site supervisor’s name, address, contact information, as well as type of compensation and academic plan. Once the internship coordinator receives this packet, the document will be signed off to officially approve the internship.
* Campus Registrar will enroll students in the course.

4) First week of class

* Course Canvas will be activated. The syllabus contains course requirements, including three individual meetings, three evaluations, written paper and presentation, internship portfolio, and weekly journal.

(Updated 4-16-24)