Rev. 2025.05.21

MANAGEMENT INTERNSHIPS[1]

for off-campus Business Law, Human Resources, International Business, and Management internships.

COURSE DESCRIPTION

Management internships are designed to enhance students' education by providing substantive work experience in business. **Management internships are open to students in business law, human resources, international business, or management programs;** available during spring, summer, and fall semesters; and repeatable up to a maximum of six credit hours. Credits are earned according to the following schedule:[2]

- Two credits of MGT 483 requires a minimum of 90 hours of internship work.
- Three credits of MGT 483 requires a minimum of 135 hours of internship work.
- Four credits of MGT 483 requires a minimum of 180 hours of internship work.
- Five credits of MGT 483 requires a minimum of 225 hours of internship work.
- Six credits of MGT 483 requires a minimum of 270 hours of internship work.

For Spring and Fall semester internships, all hours worked shall occur during the semester. For summer internships, all hours worked shall occur during the "Full 15 Instructional Week Semester," which typically begins the Monday after Spring Commencement and ends the Friday before the Fall semester. See the registrar's academic calendar for dates.

CRITERIA FOR INTERNSHIPS

Internships are approved based on their expected ability to help students:

- apply principles of business law, human resources, international business, or management to solve business problems;
- develop professional workplace behaviors, communication skills, and interpersonal skills;
- experience job functions related to business law, human resources, international business, or management; and
- describe career paths in business law, human resources, international business, or management.

In general, students should have earned 30 credits and a "C" or better in MGT 200. For business law internships, a "C" or better should be earned in BLA 201.

TUITION AND FEES

As academic courses, internships incur tuition and fees according to the schedule posted on the Bursar's office website. Students must pay all tuition and fees for internship credits on or before the invoiced due date.

NEXT STEPS

After receiving an internship offer, complete this application and email it with an internship job description to Ms. Kathy Koval, Director of Business Programs. If approved, the management department will process your enrollment in RamPortal and D2L. If approved after the add/drop period, you'll need to submit a "LATE COURSE ADD" petition.

When the semester begins, access the D2L site for MGT 483 to learn about academic requirements.

QUESTIONS

Direct questions about internships to Ms. Kathy Koval, Director of Business Programs, at kkoval@wcupa.edu.

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[1] MGT 483 is not applicable for entrepreneurship, supply chain, finance, economics, accounting, or marketing internships.

[2] Credits determined at time of enrollment. This means a 3-credit internship with an expectation of, say, 150 hours will not become a 4-credit internship if more than 180 hours are worked. Likewise, the internship will not become a 2-credit internship if less than 135 hours are worked. In this latter case, the internship grade will be negatively affected by unfulfilled academic assignments.

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MANAGEMENT INTERNSHIP APPLICATION (MGT483)

Date: _____

How many credits?[3] (Select one)

- ☐ 2 Credits: 90+ hours of internship work
- ☐ 3 Credits: 135+ hours of internship work
- ☐ 4 Credits: 180+ hours of internship work
- ☐ 5 Credits: 225+ hours of internship work
- ☐ 6 Credits: 270+ hours of internship work

Which semester? (Select one)

- ☐ FALL 20_____
- ☐ SPRING 20_____
- ☐ SUMMER 20_____

If your application gets approved after the add/drop period, you will need to complete a "LATE COURSE ADD" petition.

STUDENT INFORMATION:

Name: WCU ID: GPA:

Phone: WCU Email: @wcupa.edu

Which courses will be completed before your internship starts?

- ☐ ACC 201
- ☐ BLA 201
- ☐ MKT 250
- ☐ MGT 200
- ☐ MGT 313
- ☐ MGT 341

INTERNSHIP INFORMATION

Company:

Company Address:

Supervisor: Supervisor Job Title:

Supervisor Email: Supervisor Phone:

Is this a paid Internship?

- ☐ Yes
- ☐ No – Contact Ms. Kathy Koval to complete *Affiliation Agreement* and *Student Attestation Form*

Are you, or have you ever been, an employee of the host organization?

- ☐ Yes – Attach summary of employment dates, job title(s), and duties. (Required)
- ☐ No

Do you have relatives that are owners or employees of the host organization?

- ☐ Yes – Attach a list of your relatives and describe their affiliation. (Required)
- ☐ No

Send this completed application, an internship job description from the host company, and all other applicable attachments to Ms. Kathy Koval at kkoval@wcupa.edu.

[3] Credits determined at time of enrollment and cannot be adjusted after add/drop date.