# Business Administration Major - Work Experience Options

## Business Administration Internship (Unpaid – 6 credit hours)

- **Non-paid Positions**
- **Work:**
  - Spring/Fall Semester: Approx. (14 weeks for 16 hrs/week)
  - Summer: Must Total 224 hrs.
- **BUS 490 – Internship in Bus. Admin. Seminar** (- Meet 1 hour/week in class - Group Project – see backside for report requirements during work period)
- **Application**
  - Available at Career Services Office or here today
  - Assistance in locating internship positions handled by Bus. Dept. Office
  - Deadlines: Summer Internship – April 1st; Fall Internship – April 1st; Spring Internship – October 1st.
- **Internship Must Be Business Related** (Commercial, Non-Profit, Gov’t, or Community Service)
- **Internship Approval Required** by Bus. Dept.
- **You pay for 6 credit hours**
- **Administered By:** Business Dept. Office (Internship Coord. – Karen Crowley, Webb Hall 423, 860-465-4627, crowleyk@easternct.edu)

## Summer Co-op (Paid – 3 credit hours)

- **Paid Positions**
- **Work:** Must Total 240 hrs.
- **BUS 490 – Internship in Bus. Admin. Seminar** (take during summer when offered while working or within one year of starting co-op - Meet 1 hour/week in class - Group Project – see note below for basic report requirements during work period)
- **Application**
  - Available at Career Services Office and here today (You must make an appointment with Counselor Staff)
  - Assistance in locating co-op positions handled by Career Services Office
  - Deadline: For Summers – April 1st
- **Co-op Must Be Business Related** (Commercial, Non-Profit, Gov’t, or Community Service)
- **Co-op May Be Local, National or International**
- **Co-op Approval Required** by both Career Service Office & Bus. Dept. (registration for BUS 490 is through Internship Coordinator/Bus. Dept.)
- **You pay for 3 credit hours (BUS 490 Class)**
- **Administered By:** Career Services Office: (Counselor Staff, Wood SSC 239, 860-465-4559; careers@easternct.edu)

## Fall/Spring Semester Co-op (Paid – 3 credit hours)

- **Paid Positions**
- **Work:** Must be fulltime 14 weeks
- **BUS 490 – Internship in Bus. Admin. Seminar** (take during semester of co-op work or within one year of starting co-op - Meets for 1 hour/week in class - Group Project – see note below for basic report requirements during work period.)
- **Administrative Credit** (given to maintain fulltime status)
- **Application**
  - Available at Career Services Office and here today (you must make an appointment with Counselor Staff)
  - Assistance in locating co-op positions handled by Career Services Office
  - Deadline:  Semester Add/Drop Deadline
- **Co-op Must Be Business Related** (Commercial, Non-Profit, Gov’t, or Community Service)
- **Co-op May Be Local, National or International**
- **Co-op Approval Required** by both Career Service Office & Bus. Dept. (registration for BUS 490 is through Internship Coordinator/Bus. Dept.)
- **You pay for 3 credit hours (Bus 490 Class)**
- **Administered By:** Career Services Office: (Counselor Staff, Wood SSC 239, 860-465-4559; careers@easternct.edu)

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Note: For all three Work Experience Options, the following material is required to be submitted during the time period covering the Internship/Co-op:

1) Mid-term & Final Evaluation by Supervisor, 2) Midterm & Final Submission of Daily Work Log, 3) Final Comprehensive Report and 4) any coursework assigned in class. Relevant work experience for Internships and Co-ops is reflected through assignments in the BUS 490 class. For more detail see Business Administration Internship or Co-op Program handouts.

Note: Students majoring in Business Administration but earning a minor in BIS or Healthcare Informatics may substitute a relevant BIS 490 Internship (3 credit) with permission from the BIS and Business Administration Program Coordinators.

5/1/2012