

408 Internship for Credit roles and responsibilities:

**Step 1: FCB Area Coordinator or Designee Signature**

- Read and approve that the job description for the internship will satisfy the degree program and curriculum requirements.
- Based on the Credit Hour Standards, determine whether the student will receive 3 or 6 credits. Only 3 credits can be received in the summer session.

<b>Number of academic units to be earned</b>	<b>3</b>	<b>6</b>
Minimum amount of hours an intern must work	135	270
Average hours per week in a 16-week semester	8.5	17

Up to six (6) hours of academic credit may be taken for the one job position; however, only the first three (3) units, of a (6) unit internship, will apply to the major program if applicable. The remaining units will be elective credit only and will not fulfill any major requirements. Students can earn additional credits if the internship is significantly different from the previous internship position.

- Approval from Area Coordinator must be obtained if the internship will be used as a course replacement. Otherwise the course will be “elective” credit.

**Step 2: FCB Internship Coordinator Signature**

- Verify all paperwork is received and units approved match work hours requirements.
- Verify paperwork is complete and signed including: the Area Coordinator, the Dean and OAS.

**Step 3: The Office of the Dean**

- The FCB Internship Coordinator will obtain final approval for earning academic credit for an internship from the FCB Office of the Dean.

**Step 4: OAS Coordinator Signature**

- Assign prefix for 408 Internship Course (ACC, CIS, ECO, FIN, MGT, or MKT) to appear on transcripts.
- Verify General Elective, Upper Division Business Elective, or Course Replacement.
- Enroll the student.

**Internship Approval Form**

**To be completed and signed by the student**

Student Name: \_\_\_\_\_ Major: \_\_\_\_\_

NAU ID: \_\_\_\_\_ NAU Email Address: \_\_\_\_\_

Semester of Internship: (check one)  Fall  Spring  Summer Year: \_\_\_\_\_

Internship Position: \_\_\_\_\_ Company: \_\_\_\_\_

I understand that to be enrolled in the 408 course, I must first provide the Career Development Office with 1) a copy of the job description for the internship; and 2) the internship agreement signed by the company. I also understand that if the job description is not sufficient for the Dean's office to determine the academic value of the internship, I will not be enrolled in the course.

I have reviewed the course pack and syllabus for the 408 internship course and understand the requirements.

I understand that if I do not successfully complete the required 135 hours of work per three units of academic credit for my internship, I will receive an "F" in the course.

I understand in order to pass this course, I must receive an overall grade of 65%, and that I must complete the final project with at least a 65%.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed and signed by the FCB Area Coordinator or Designee**

Number of Credits:  Three (3)  Six (6)\*

Application in Student's Program (3 units maximum):  Elective  Course replacement\*\*:

Internship description qualifies within degree program and curriculum requirements:  Approved  Denied

\_\_\_\_\_  
Signature Print Name Date

\*Only the first 3 units will apply to the major requirements.

\*\*Approval from Area Coordinator must be obtained also.

**To be completed and signed by the FCB Internship Coordinator**

Verify all paperwork is received and units approved match work hours requirements.

\_\_\_\_\_  
Signature Print Name Date

**To be completed and signed by The Office of the Dean**

Approved  Denied \_\_\_\_\_

Signature Date

**To be completed and signed by OAS Coordinator**

Enrolled \_\_\_\_\_

Internship Course (408) to appear on transcripts with prefix:  ACC  CIS  ECO  FIN  MGT  MKT

If approved as elective by faculty representative will count as:  General Elective  Upper Division Business Elective

\_\_\_\_\_  
Signature Print Name Date

