



## OBTAINING ACADEMIC CREDIT FOR YOUR INTERNSHIP

### *Congratulations on obtaining an internship!*

The Cameron School of Business commends you on your efforts to incorporate an internship as part of your college experience! We would like you to consider enrolling in the business internship course that aligns with the functions and duties defined by your internship. Even though our business students are not required to take an internship course before they graduate, the benefits of obtaining an internship *AND* taking the course for academic credit are multiple!

### Benefits of Obtaining Academic Credit for Your Internship

- **Internship is recorded in official transcript**

*This is a great way to let recruiters and employers know that you have “real world” experience.*

- **Professional development**

*Doing an internship for academic credit will allow you to reflect extensively on your experiences and further develop critical skillsets.*

- **Pass/Fail Class**

*This class does not carry a grade, but upon successful completion, you can receive 1 - 6 credit hours based upon the total number of hours worked.*

### Steps to Obtain CSB Academic Credit for Your Internship

1. *You cannot enroll in an internship course unless you have applied for and obtained an internship first.* Please review [department requirements](#) for internship academic credit.
2. After you have obtained the internship, contact a full time faculty member within your concentration and ask if they will be your faculty supervisor for the internship experience. This can be your faculty advisor or any other faculty member within **your concentration**.
3. Next, schedule separate meetings with your faculty supervisor and the internship representative (listed as Agency Supervisor). Start the process of completing the [INTERNSHIP FORM](#). You will be responsible for obtaining your Agency Supervisor signature.
4. Your faculty supervisor will route the completed form through department administration. The department will forward the form to CSB Student Advising.
5. You will receive an email once the CSB Student Advising office completes the approval process.

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**Email us at** [CSBSPD@uncw.edu](mailto:CSBSPD@uncw.edu)