

The Complete Professional Program

Educated

Ethical

Polished

Healthy

Community-Oriented

Academic Internship Credit Program Information

Provided by

The Avron B. Fogelman Professional Development Center

professional@memphis.edu

901-678-4740



The Complete Professional Program

Educated

Ethical

Polished

Healthy

Community-Oriented

Are you eligible to

Earn Academic Credit for Your Internship?

FCBE students can earn academic credit for internships related to their major/minor and approved by their departmental Faculty Internship Instructor. Students are expected to work with a faculty Internship Course Instructor to obtain internship coursework, which is graded on a letter grade scale (A, B, C, D) and follows the same requirements as other academic courses, regarding grading and drop deadlines. Registration is by permit only.

Student Requirements for Course Credit

- Major must be within the Fogelman College of Business & Economics OR must have a minor in Social Media.
- Must have a minimum overall GPA of 2.0.
- Must have completed at a minimum of two courses *required for his/her major.
- Internship duties and learning opportunities must be related to student's major.
- Must get credit approval from the internship coordinator BEFORE beginning the internship.
- Must work 150 hours to receive 3 hours of academic credit, or 300 hours work to receive 6 hours of academic credit. Six hours credit is usually approved only with SCMS majors, limited other exceptions in other FCBE majors. Most departments approve 3 hours based on content and scope of the internship.
- Must provide a signed copy of the offer letter and job description on company letterhead provided by the employing company in addition to an unofficial transcript.

NOTE: To qualify for internship credit, these criteria must be met. In the case of an unusual circumstance, an exception may be granted by the chair (or designee) of the department in which the internship credit is being earned. Check with your advisor to determine the number of hours of internship credit that can be applied toward a major/minor.

- *Social Media Marketing minor must have completed MKTG 4630 and junior or senior standing.*
- *Supply Chain Management majors must have completed SCMS 2610 and junior or senior standing.*
- *Finance majors must have completed FIR 3410 and junior or senior standing.*
- *Management majors must have MGMT 3110 and junior or senior standing.*
- *Human Resources must have MGMT 3215 and junior or senior standing.*

Internship Credit Application Information

https://www.memphis.edu/professional/internships/academic_credit.php

How to Apply for Academic Internship Credit

- IMPORTANT -

*You must apply **BEFORE** starting your internship to be eligible for consideration!*

- Step 1:** Before beginning your application, make sure you have the following **three documents**:
- **Offer Letter on company letterhead**- include start and end dates, and number hours per week/month
 - **Job Description on company letterhead**-detailed list of duties sent from your employer
 - **Unofficial Transcript** – include most recent semester completed
- Step 2:** Log onto your [FIN \(Fogelman Internship Network\) Account](#) or [create an account](#) using the FIN Student login in the left navigation.
- Step 3:** Select “Add Academic Internship” in bottom right corner of your dashboard.
- Step 4:** Select **Semester** (term in which you will do your internship).
- Step 5: Select Position**
- If your position is listed, highlight the radio button next to it and click “Select/continue”
 - If you don’t see your position listed, select “Add New Job”
- Step 6: Select Company**
- Enter company name and click on “Find Company”
 - If your company name pops up, click Select/Continue; if not click on “Not Found-Skip”
- Step 7: Complete Online Application**
- Carefully fill out the application, being sure to complete ALL required fields
 - Upload Offer Letter, Internship Job Description, and Unofficial Transcript
 - Certify that all information is true and accurate and enter your initials
 - Log onto FIN and your school email regularly to check on the status of your application
- Step 8: Faculty Advisor is notified that his/her approval is required for your application**
- Faculty internship instructor reviews your application and related documents
 - If your application requires additional consideration, it goes to the department head for approval
 - If approved, the application will then go to the Professional Development Center
- Step 9: Application for Academic Credit is reviewed by PDC Staff for final approval**
- PDC reviews and verifies application and then sends an email containing your permit so that you may register for your internship course
- Step 10: Course Registration**
- You must then **REGISTER** for the course, using the information provided in the email
 - **IMPORTANT: You must PAY tuition for the course** in the semester in which you are enrolled

If you have a question, contact professional@memphis.edu or April.Mitchell@memphis.edu

The Complete Professional Program

Educated

Ethical

Polished

Healthy

Community-Oriented

Three Options for Earning Academic Internship Credit in FCBE

Submit Applications in Fogelman Internship Network

Department-specific credit toward graduation requirements—ACCT 4911, BA 4911 (*International Business*), ECON 4911, FIR 4911, MGMT 4911, MIS 4911, MKTG 4911, MKTG 4611, SCMS 4911—Internships must be directly related to your major and will substitute for a required elective within your major toward graduation credit. Faculty internship instructors within your department will review applications for approval. Most departments approve three (3) credit hours for internships within your major. Credit is based on the following: a) the content relevant to your major for learning content comparable to a course within your major and b) what is “new learning”—i.e. expanding your horizons as you would for an elective course in your major. The application form is found on your FIN dashboard at

<https://www.memphis.edu/professional/students/index.php> using the student login.

General Elective Business Internship Elective—BA 4811—You may use BA 4811 as a general elective in your business courses, but it will not fulfill a major elective. This course is graded as a letter grade and usually approved for three (3) hours credit. You must have a 2.0 with 60 hours of completed college level credit with 15 of those hours in upper division business courses and six hours completed in your major. You will need a job description and offer letter to apply for credit. Access the application form in FIN.

General Elective Credit—ELC 4000—Open to freshman and sophomores and wish to pursue an internship as a general elective. This course is a university course allowing you to earn credit for a general internship, either related or unrelated, to your FCBE major. This internship course is pass/fail and normally grants credit for up to three (3) credit hours. You must be in good academic standing to apply. Dr. Kathy Tuberville is the contact and internship advisor for this course. This course can fulfill the requirements for a general elective course in your degree requirements. The application for this course is located at

<https://www.memphis.edu/careerservices/students-alumni/internships.php>

The first step in acquiring a successful internship is to have an approved résumé and updated profile within the Fogelman Internship Network (FIN). For more information, contact professional@memphis.edu or stop by room 274 or 299.

Plan now to have at least two internships before you graduate to help secure career positions *after* graduation! Internships are now considered the number one career preparation step for college graduates!

The Complete Professional Program

Educated

Ethical

Polished

Healthy

Community-Oriented

Departmental Faculty Internship Instructors

| DEPARTMENT | INTERNSHIP FACULTY |
|--|---|
| Accounting | Mr. Jeff Nevels jmnevels@memphis.edu |
| Economics | Dr. William Smith wtsmith@memphis.edu |
| Entrepreneurship Minor | Dr. Kathy Tuberville ktbrvll@memphis.edu |
| Finance | Dr. Konstantin Sokolov ksokolov@memphis.edu |
| Management and International Business | Dr. Kathy Tuberville ktbrvll@memphis.edu |
| Business Information & Technology | Dr. Sandra Richardson sandra.richardson@memphis.edu |
| Marketing | Mr. Greg Boller gboller@memphis.edu |
| Sales Minor | Dr. Alan Bush alanbush@memphis.edu |
| Social Media Minor | Dr. Tracy Cosenza trickman@memphis.edu |
| Supply Chain Management | Dr. Ernest Nichols enichols@memphis.edu |