



Career Services
1 University Avenue, Angola, IN 46703
Phone: (260) 665-4124 Email: careerservices@trine.edu

The purpose of the Ketner School of Business Internship-For-Credit program is to gain practical work experience in a major-related field while earning academic credit for experience based learning.

Student Benefits:

- Gain practical, documented work experience in a professional setting.
- Apply classroom learning.
- Bring to the classroom a richer understanding of the career you will eventually enter as an employee or entrepreneur.
- Learn nuances of the work world by experiencing day-to-day challenges first hand.
- Develop the network of contacts that will prove critical to your job search.
- Obtain professional references you can use in a job search.

Eligibility

Most students are eligible for the Business Internship-For-Credit program provided suitable work assignments exist and the following conditions are met:

- The student is a Business Major.
- The student has sophomore status.
- The student's grade point average is a 2.5 or higher.
- The student's advisor will classify the internship as major-related.

How to apply for an internship-for-credit

1. Register for TrineCareers.org.
2. Complete Internship Request Form (attached).
3. Meet with Internship Supervisor and Advisor for approval.
4. Register for the course BA3111 (1 credit); BA3112 (2 credits); BA3113 (3 credits)*.
5. Attend orientation meeting with Internship Supervisor.

*Course numbers are different for Adult Student Programs. A student must log 40 work hours per credit hour registered.

Answers to common questions

- A student must complete all work hours with one employer.
- If hours worked fall short, a student may – with prior approval – complete work hours for their internship in the semester immediately following the internship course.
- Students may apply for a major-related internship-for-credit using their current employer.

TRINE UNIVERSITY
KETNER SCHOOL OF BUSINESS
Internship Verification Form

Student Name: _____ Semester: _____

Class: _____ Major(s): _____

E-Mail Address: _____ Phone Number: _____

INTERNSHIP EMPLOYER: _____

Employer Address: _____

Site Supervisor: _____ Title: _____

Phone Number: _____ Email: _____

Work Hours per Week: _____ Employment Dates: _____ to _____

Rate of pay (if applicable) _____/hr. _____/wk. _____ Other

Brief Job Description (please attach complete job description if available): _____

Site Supervisor's Signature: _____ Date: _____

Instructor Contact Information:

Linda M. Bateman, M.B.A., M.A. Phone: (260) 665-4124
CAREER SERVICES Fax: (260) 665-4828
Trine University
1 University Avenue
Angola, IN 46703

E-Mail Address:
batemanl@trine.edu

For Office Use Only

Internship Credit Hours: _____ Approved by: _____ Date: _____