

UNDERGRADUATE PROFESSIONAL FIELD EXPERIENCE Registration Process for B&E Students

ELIGIBILITY: (for-credit professional field experience only)

Minimum Requirements *Prior to being eligible for professional field experience credit, a student must:*

- ✓ Have been admitted into a major in the College of Business & Economics
- ✓ Have completed **a minimum of fifteen (15) credit hours** of Business and Economics upper division (300-400 level) course work
- ✓ Be in good Academic Standing according to one's major requirements
- ✓ Fill-out and submit the Professional Field Experience Contract form through the Center for Career Development (CCD) room 345 B&E. Provide a copy to the faculty sponsor and Department Chair.

PROCEDURES: (for-credit professional field experience)

- Obtain a professional field experience position within your field of study. **Qualifying employment:** The nature of the professional field experience position must be of a type and level of employment that you might seek as a graduate of the College of Business and Economics. It must be managerial or professional in nature or at least equivalent to that which a "trainee" might assume upon accepting full-time employment with the organization.
- Generate and complete all online forms for the Professional Field Experience Portfolio www.be.wvu.edu/careers/students/internships.htm or pick up contract folder from the CCD.
- Obtain sponsorship with a full-time faculty member at the College of Business and Economics.

COMPLETE AND RETURN THE FORMS TITLED:

- 491 Professional Field Experience Contract** with attached **Employer Job Description**.
**These forms must be returned to the CCD in order to be registered for Course 491. Forms will be accepted through the third week of classes for the semester in which you would like to receive credit.
- Evaluation and Appraisal Forms** (available online or in the folder) are due at the end of the professional field experience and should be mailed using the envelopes provided to the Internship Coordinator, Center for Career Development.

491 COURSE REQUIREMENTS:

- Complete 50 hours of actual work activities for the employer per credit hour.
- Students keep a daily job log of activities and accomplishments documenting their work and submit this weekly to their faculty sponsor and the Internship Coordinator. The standard template for the daily job log is posted to the CCD website at www.be.wvu.edu/careers/students/internships.htm. This information should be submitted in the form of an email with an attachment.
- A written paper consistent with the number of credit hours being awarded (10 pages per 1 hour of credit) must be submitted upon completion of the professional field experience. The specific type of written paper (e.g., reflective, research, applied, etc.) is determined by the faculty sponsor. Due date is specified by the faculty sponsor.
- Additional* requirements may be agreed upon with the discretion of the Faculty Sponsor. Please check with your assigned faculty sponsor to confirm what is expected for successful completion of the course.

NOTE:

- ✓ Retroactive withdrawal from a Professional Field Experience course is not permitted.
- ✓ Noncompliance with any of the requirements above or voluntary or involuntary separation from a Professional Field Experience after the University withdrawal deadline will result in an Automatic Failing Grade in the course.