

UNDERGRADUATE PROFESSIONAL FIELD EXPERIENCE POLICY BACHELOR OF SCIENCE in BUSINESS ADMINISTRATION (BSBA)

Goal: To provide professional field experience to every eligible BSBA student who seeks such experiential opportunities during his/her undergraduate studies.

Purpose: To enhance and supplement the classroom learning experience in the College by affording the student the opportunity to intern in a business environment (including for-profit, not-for-profit, and government entities). Classroom learning is enhanced by allowing students to witness the application of concepts and tools.

Eligibility: Students are eligible to participate in a professional field experience course if they a) have been admitted into a major in the College of Business & Economics; b) have completed a minimum of fifteen (15) credit hours of upper division (300-400 level) Business & Economics course work; and are in good Academic Standing according to one's major requirements.

Professional field experience duration/timing: A professional field experience can occur during a regular semester or summer as part-time or full-time employment. Typically, the professional field experience takes place in a student's junior and senior years.

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. 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.

Paid professional field experiences: There is a strong preference that professional field experience positions be paid positions. A paid professional field experience encourages the employer to make full and productive use of the student intern.

Unpaid professional field experiences: The learning experiences in organizations that do not provide interns with a salary can also be beneficial (e.g., in the public sector and in not-for-profit organizations). Unpaid professional field experiences, provided that they are acceptable on all other criteria to the student, faculty sponsor, Internship Coordinator, and employer, are permissible for professional field experience credit.

Academic credit: The student intern may earn academic credit in conjunction with the professional field experience. Academic credit is awarded for both the academic work completed and the number of on-site activities completed for the employer. General guidelines for determining the credit-hours of academic credit available are as follows: 1 credit-hour for 50 hours of on-site work; 2 credit-hours for 100 hours of on-site work; and 3 credit-hours for 150 hours of on-site work. Credit for a professional field experience course (e.g. FIN 491) is variable, one (1) to three (3) credit-hours. A maximum of six (6) credit hours may be used towards completion of a bachelor's degree awarded by the College. However, no more than three (3) of the six (6) credit-hours may be applied towards the student's major, business or business and economics elective requirements.¹ These credit hours may be accumulated in one professional field experience course or in multiple field experience courses (e.g., a 2 credit hour professional field experience and a 1 credit hour professional field experience). Credit for multiple professional field experience courses, within the six credit hour limit, is permissible as long as each represents a distinctly different

employment situation (either different employers or nature of experience and duties). Academic credit for a professional field experience course will not be granted retroactively.

Faculty Sponsor: Each student in a professional field experience course must have a faculty sponsor. Prior to the beginning of the course, the student and faculty sponsor must agree on the number of credit hours to be awarded as well as the obligations and expectations of each party. The Internship Coordinator must also approve the agreement, which then becomes the basis for determining the grade.

Academic Requirements:

- **On-site Activities:** Students will complete 50 hours of actual work activities for the employer per credit-hour.
- **Daily Job Log:** 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 <http://www.be.wvu.edu/careers/students/internships.htm>. This information should be submitted in the form of an email with an attachment.
- **Written Paper:** A written paper consistent with the number of credit hours being awarded (10 pages/1 hour of credit) must be submitted upon completion of the professional field experience. The specific form that the written paper will take (e.g., reflective, research, applied, etc.) is determined by the faculty sponsor. At the onset of the professional field experience, the student and the faculty sponsor will mutually agree upon the content of the written paper and the subject matter. Due date is specified by the faculty sponsor.
- **Employer Evaluation:** Students are responsible for ensuring that the employer evaluation form is completed and returned to the Internship Coordinator at the conclusion of the professional field experience.
- **Additional Requirements:** 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.

Conditions: A representative of the CCD will make contact with the student and employment supervisor at the onset of the professional field experience to verify that the expectations of all parties are being met. 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.

Grading: Professional Field Experience course credit may not be taken as Pass/Fail or Audit. The final grade determination is calculated by the faculty sponsor

¹ The Hospitality and Tourism Management Majors are *required* to complete six (6) credit hours of professional field experience toward the major (i.e., two three credit hour professional field experience courses).