

BUS 198I: Individual Internship in Business Administration

Non-Business majors are eligible to take this class on a space available basis.

This is a 4-unit course offered every quarter (including summer) to enhance your classroom skills with experience in the workplace. For those seeking careers in Business, we recommend that you complete at least one internship prior to graduation as employers are looking more and more for hands-on experience.



In order to get internship credit, you must observe the following:

1. Obtain a Business-related internship on your own. The Career Center is available to provide advice on obtaining internships
2. Visit the Career Center to pick up the 198I form after you have **secured** an internship.
3. Have the form signed by your internship supervisor
4. Return to the Career Center to have your form signed
5. Make an appointment with the Assistant Dean in Business Administration in OLMST 2340 by calling 951-827-4551
6. The Assistant Dean/Academic Advisor will evaluate your internship and if approved will review the syllabus and sign your form
7. Take the form with all the signatures to the Registrar's Office to register for the course. You have until **the end of the first full week of the quarter** to complete your paperwork and add the class. **You must attend the first day of class even if your paperwork is still in process.**
8. The course usually meets 4-5 times a quarter and in order to get credit, you must attend the class. Please note that you must be employed as an intern the same quarter you are enrolled in the class as the assignments are based on the internship experience
9. The syllabus for the course lists all the assignments and the grade distribution. You may obtain a syllabus at the front desk



Please contact the Business Administration office with any questions at 951-827-4551.

