# Internship Academic Requirements

Keep in mind that there are _two_ courses that must be taken in connection with your internship:

1. **IB 3900 Internship Work (1 credit; S/U).** The student should be registered for IB 3900 during the semester of the internship, enrolling for one (1) credit hour only. Registration is extremely important. Students who do not register for this course will not get credit for the internship!

   This course awards credit on the basis of the intern's work performance and is graded by the employer (through the Employer's Completion Certificate – Document E). Until the Certificate is tendered to the IB Office, students will be assigned an "incomplete" for this course.

2. **IB 4903 Intern Academics (3 credits).** The student will write two academic reports, to be completed the semester after the student returns from their internship.

   The grade for IB 4903 will be assigned based upon the student's score on two reports and one presentation to the IB Society:

   > _**LANGUAGE PAPER**_ (25% of grade): A paper of no less than five pages, double-spaced, written in the student's foreign language, addressing the cultural environment of their workplace.

   > _**BUSINESS PAPER**_ (50% of grade): A paper of no less than ten pages, double-spaced that (i) introduces the business in which the student worked, (ii) explains the responsibilities assigned to the student, (iii) outlines the results achieved by the student, and (iv) discusses the ongoing international risks and opportunities facing the company and what those risks and opportunities mean for the student's future employability.

   > _**PRESENTATION**_ (25% of grade): A short (20 minute) presentation will be given at one of the semester's IB Society meetings, delivered on the students internship experience. The presentation should summarize, more or less, the points addressed in the business paper.

   A document with a detailed guideline for successful completion of IB 4903 (papers and presentation) will be posted to MyCourses early in the semester. Presentations will typically begin approximately 3 weeks into the semester. Papers will be due, usually, two weeks prior to the final day of classes. A strict due date will accompany the document posted online. It is the student's responsibility to monitor their email for information related to this course, and to respond in a timely manner with requests for preferred

presentation dates (untimely responses will result in the IB Director choosing a date and time for student).

The student will receive an "incomplete" for the course until all work has been done.