

International Business Student Information Sheet

Date: _____

Name: _____
(First) (Middle) (Last)

MSU ID: _____ Net ID: _____

Language Major: _____ Business Major: _____

Permanent Address (Parents'): _____
(Street)

(City) (State) (Zip Code)

Phone: () _____

International Business Requirements for Study Abroad and Internship

Internship

- Requirement: No less than 10 weeks on the job with a domestic or international firm. If domestic, the position must include experience in (or the ability to communicate with) international departments.
- When to Participate in an Internship
 - Students are encouraged to pursue internships as early as the summer following their sophomore year, and no later than the semester *prior* to the semester they plan to graduate. (In other words, if the student plans to graduate in the spring semester, they should participate in an internship no later than the previous fall semester).
- Before the Internship
 - Career Prep Series (CPS): students must complete this short series, offered exclusively to IB students through the MSU Career Center, ***prior to participating in an internship***. *Students who pursue an internship before CPS will not have their internship approved (and therefore, will not have met IB requirement.)*
 - The CPS is offered only once each semester – fall and spring – typically during the first week or two of classes. (CPS is not offered during the summer).
 - IB students are strongly encouraged to complete the CPS during their sophomore year (fall or spring). Transfer students are encouraged to complete the series ASAP.
 - CPS sign-up sheets will be placed on Tina Sneed's desk, in McCool 210, during the IB advising period (usually in November and March).
 - Approval: students must complete an **Intent to Intern form** prior to participating in the internship. **Students who fail to seek approval prior to the internship will not satisfy the IB program internship requirement upon completion the unauthorized internship.**
 - Find the form under Student Resources on the [IB Website](http://business.msstate.edu/programs/ib/) (<http://business.msstate.edu/programs/ib/>).

Study Abroad

- Requirement: No less than 6 weeks abroad.
- The MSU [Office of Study Abroad](#) (OSA) will guide the student through the process.
 - The OSA offers a wide variety of program options for students interested in study abroad. Visit the OSA to find out about the various programs and partnerships MSU has with international universities. Interest sessions are offered to students preparing for study abroad.

International Business Retention Policy

Please find the IB Retention Policy under Student Resources on the MSU International Business website: <http://www.business.msstate.edu/programs/ib/>.

General College of Business Degree Requirements and Academic Policies

To be fully admitted into the College of Business (CoB) between Sophomore and Junior years (between 50 and 75 applied semester hours), each student **must have a minimum 2.5 overall GPA, a minimum 2.5 GPA on all courses taken at MSU, and a “C” or better in BIS 1012, ACC 2013, ACC 2023, BL 2413, BQA 2113, EC 2113, and EC 2123.** Students not meeting these requirements with 76 or more applied semester hours will be removed from the CoB, will not be allowed to register for 4000-level courses in CoB, and will not be able to graduate with a degree from the CoB.

In addition to these general CoB requirements, International Business (IB) students are subject to the following:

IB Minimum Academic Performance

Any student who shall have taken six (6) or more credit hours at MSU will be placed on probationary status if, at any time, one or more of the following conditions are met:

1. They fail to earn a MSU Cumulative Grade Point Average (as defined in the Bulletin of Mississippi State University, “GPA”) of at least **3.00** with respect to classes taken during the immediately preceding semester (excluding Summer semesters);
2. They fail to maintain an overall cumulative GPA of **at least 3.00**;

Students placed on IB Probation must schedule an appointment to meet with the Director of the International Business Program within the first thirty (30) days of the following semester. Students not on probation will be considered in good standing.

Dismissal Criteria

A student shall be automatically dismissed from the International Business Program if they meet any of the following conditions:

1. They are placed on probation for any two (2) consecutive semesters (excluding Summer semesters);
2. They are placed on probation for a third time (regardless of whether it is consecutive);
3. They are expelled from any study-abroad program;
4. They are terminated from any internship for reasons of dishonesty or gross misconduct, and such termination is documented in writing.

The IB director may hold a dismissal in abeyance only in documented cases of mental or physical illness. All other dismissals shall be automatic. Any student terminated from the IB Program, who feels that there are extenuating circumstances concerning his/her termination, may file a written appeal to the International Business Committee for its consideration and action.

Students dismissed from the IB Program may reapply for admission after waiting for at least one full semester (excluding Summer terms). Readmission shall be at the absolute discretion of the International Business Committee, whose decision shall account for the prior conduct and performance of the student.

Study Abroad and Internship Probation

A student will be allowed to pursue study abroad or internship opportunities only if they maintain an overall cumulative GPA of at least 3.00 measured at the start of the semester in which the activity takes place. This requirement is in addition to any GPA requirement required by the particular program or activity in question.

Failure to Complete Required Internship or Study Abroad

All students are reminded that successful completion of a study abroad of at least six (6) consecutive weeks (subject to waiver for internships taken overseas and citizen nationals of foreign countries) and an internship of at least ten (10) consecutive weeks are absolute conditions to graduation from the IB Program. Study abroad and internship activities not approved in advance by the IB Director will not count toward the graduation requirement.

A “successful” study abroad program requires the following:

1. A written certificate or transcript affirming that the student has completed the requirements of the program.
2. A written confirmation from the student’s internship employer that the internship has been completed and that the student’s performance was satisfactory.

It shall be the student’s responsibility to procure these documents.

All students are advised that, while the IB office will from time to time make available study abroad and internship opportunities, it is the student who is ultimately responsible for arranging these elements of their degree. Failure to complete either the study abroad or the internship element of the program will result in a delay in graduation.

If you have any questions about these policies, contact the Office of International Business Academic Programs (210 McCool Hall; 662-325-6712).

Acknowledgement of International Business Requirements and Retention Policy

I, _____, have familiarized myself with the requirements of the IB Program, and agree to abide by the Mississippi State University International Internship Program policies and procedures. It is my understanding that successful completion of an internship and cultural immersion is necessary PRIOR to graduation, and that obtaining an internship is *my responsibility*. I have received a copy of the International Business Dismissal and Probation Policy and understand the contents thereof.

Student Signature: _____

Date: _____

MSU ID: _____