



MBA Elective Option: Guidelines for Earning Internship or Research Credit

This document outlines the policies and processes associated with earning elective credit in the UW-Stevens Point MBA program by completing an internship or research project.

MBA internship and research work is typically project-based. You might think of MBA candidate interns or researchers as consultants. Projects must deliver concrete value to an organization or research team in a specified period of time. Projects are designed to help students develop and demonstrate applied leadership and decision-making skills while bringing talent to the sponsoring organization.

Elective Credit

MBA students can earn up to 9 elective credits for internship or research projects. To earn credit, you must gain approval to register for either BUS 795 (internship projects) or BUS 796 (research projects). To receive a favorable grade, students must complete the project as described in their initial project application and must demonstrate significant learning that aligns with the MBA curriculum.

BUS 795 - Graduate Internship in Business Administration. May repeat with a different experience. 1-9 cr.
Description: Supervised training work program in a cooperating agency or business. Credit determined by MBA or intern director and business faculty. Prerequisites: Consent of MBA or intern director.

BUS 796 - Graduate Research in Business Administration. May repeat with a different experience. 1-9 cr.
Description: Supervised research program with faculty supervision. Credit determined by MBA or intern director and business faculty. Prerequisites: Consent of MBA or intern director.

Guidelines for Approval

Credit is not given for general work experience. An internship or research project must be focused on addressing one or more specific research questions, solving a problem, or addressing an opportunity. Duties and project descriptions must be documented and approved by an organization supervisor, sponsor, or lead researcher.

Additionally:

- Students need an undergraduate or MBA cumulative graduate GPA of 2.75 or higher.
- Projects must include a minimum of 40 hours of work per credit to qualify for internship or research credit—
- 1 credit: 40 hours minimum
- 2 credits: 80 hours minimum
- 3 credits: 120 hours minimum
- The Internship or research project must have a beginning, an end, and concrete professional development and goals.

Required Forms

To receive course credit for an internship project, students must be enrolled in BUS 795. To receive course credit a research project, students must be enrolled in BUS 796. Submission of forms 1, 2, and 3 is the first step in the process of enrolling.



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With the approval of the MBA Office and instructor, students may enroll in either course multiple times if they intend to do multiple internships or research projects. International students who enroll in BUS 795 or BUS 796 must also simultaneously be enrolled in face to face courses.

Students will have an instructor of record for this course. The instructor's requirements will be outlined in the course syllabus and include:

- Three assignments due at varying times throughout the semester
- Attendance at three check-in conversations during the semester
- The following items must be completed and submitted prior to the last check-in conversation:
 - Written project report
 - Log of hours for the project
 - Reflective journal for the project
 - Presentation of project and your learning to the instructor, and at the School of Business and Economics Internship Expo or the annual Research QuickPitch whenever possible
- Supervisor's or Sponsor's Assessment (this will be emailed to the project supervisor or sponsor by the MBA Office)
- Student's Assessment (this will be emailed to you by the MBA Office)

Students should review and submit forms 1, 2, and 3 below. Students will complete some of the requirements and their project supervisor, or sponsor will create others. MBA students should submit these items to the MBA Office. The MBA office and the instructor will approve the project and notify the student of permission to enroll in the course.

- Form 1: Pre-Screening Form
- Form 2: Learning Agreement
- Form 3: Student Waiver
- *If you are an international student, there are additional forms you will need to obtain from the International Student Services Office.

Process for approval:

The approval process for projects includes—

1. Student must have undergraduate (4+1 students) or MBA cumulative graduate GPA of 2.75 or higher.
2. Student prints and completes forms obtaining employer, supervisor, or sponsor signature where necessary.
3. Student submits completed forms to MBA office.
4. MBA office approves / revises / denies the project.
5. *If approved, MBA office verifies that the project will count in degree plan.*
6. Instructor of record approves the internship or research project.
7. MBA office notifies student of approval and provides permission for student to register for the course.