

How do I report my internship?

Congrats on landing an internship! From BizLink, complete the **Experiential Learning Form**.

1. Click the “Experiential Learning” tile from your BizLink homepage, then:
 - a. Click “Add New”
 - b. **To earn academic credit**, click “Credit-Bearing Internship” from the Experience Type menu
 - c. Complete the Experiential Learning form, including two detailed Learning Objectives
 - d. Initial the Academic Registration Policies and Intern Code of Conduct
 - e. Click “Submit”
 - f. BizLink allows you to save your report as a draft as needed; however please note we will not act on reports that are saved in draft form.
2. We will review and confirm the internship, and send the **Management by Objectives (MBO)** learning agreement to your supervisor by email. You will be copied on this email.
3. Both you and your supervisor must e-sign the MBO and email it to mgt-internships@buffalo.edu within 72 hours of receipt.
4. After we receive the MBO, we complete the academic registration process for you.
5. **Not interested in earning credit?** We’re still here to celebrate and help as needed! Share your good news by clicking the “Non-Credit-Bearing Internship” instead, and complete a shorter version of our EL form.
Note: International students are always required to earn credit for internships – see below.

As an international student, what additional steps must I take?

International students are permitted to begin an internship only after **Curricular Practical Training work authorization (CPT)** is fully authorized and a new I-20 has been issued. **International students must ALWAYS earn academic credit for internship participation to obtain CPT.** Students who begin internships without proper work authorization are in violation of their visa status and risk severe consequences for themselves and their internship sites.

1. See steps 1 - 3 above to report your internship in BizLink.
2. We will email your internship supervisor with detailed instructions, requesting a formal offer letter along with the signed Management by Objectives (MBO) learning agreement.
3. Send your offer letter and MBO to our department email address: mgt-internships@buffalo.edu. Once received, we will complete your academic registration and reach out to you via email with your course registration information.
4. Visit the UB ISS website to [apply for CPT](#). **Note:** When completing the CPT Request e-form, use: “CRC Internship Team” for the name; and use: mgt-internships@buffalo.edu for the email.
5. UB ISS will process your CPT request (allow up to 10 business days for processing) and issue you a new I-20.
6. Then, you can begin your internship.

Can I earn credit for an internship I found on my own (outside of BizLink)?

Yes, in most cases! Internship opportunities found outside of BizLink must be screened for eligibility first.

- All internships should be project-based, described in detail, and must include learning objectives.
- Report your internship in BizLink following the steps as described above.
 - If the internship was found via an online posting site (like Handshake or Indeed, for example) or from an employer website: use the details from that posting to report your internship in BizLink.
 - If you discovered the internship opportunity through networking: communicate with your contact to obtain a description. Feel free to ask for assistance by emailing mgt-internships@buffalo.edu.
- We will review your internship report and notify you with next steps. Please note: we retain the right to reject an internship site or experience, when the internship does not meet our standards of academic credibility or poses an unsafe or unethical work environment for our students.

What are the current formats for internship participation?

Internships can occur virtually, on-site, or in a hybrid (combination) format. If your employer requires 100% onsite participation, please note that we expect all of our students and sites to comply with current health and safety guidelines. This may include wearing masks and depending on the employer, proof of vaccination. If you are uncomfortable at all about your internship site, please email us for assistance: mgt-internships@buffalo.edu.

What if I do not want to earn academic credit for my internship?

- **International students** must ALWAYS earn academic credit for internship participation to obtain CPT.
- **Unpaid interns** must ALWAYS earn academic credit for internship participation to avoid liability issues.
- **Domestic students** who are paid at an hourly rate (on a payroll) have an option to earn credit or not.

Do I need to complete academic assignments for my credit-bearing internship?

Yes. All required assignments are detailed in our combined IEL syllabus, which is sent to graduate and undergraduate credit-bearing interns via email; outlined in Brightspace; and uploaded to the Document Library in BizLink.

Can I return to the same internship site for a second semester?

Yes – of course! However, students earning academic credit for a second semester with the same employer must demonstrate how the internship has changed. For example, are your responsibility areas expanded or more in-depth? Are you implementing recommendations made as a result of research? Are you changing departments? Discuss with your supervisor before reporting in BizLink. Second semester with same employer is registered for just one credit.

Does internship credit count toward earning my concentration area?

Internship credit is elective credit and therefore is not counted toward earning an academic concentration.

- Exceptions = Undergraduate Human Resources, Data Analytics and General Management allow one internship (or three academic credits) to count toward earning the concentration.

Can I use internship credits toward graduation requirements?

- **Undergraduate students** may count a maximum of 6 credit hours (typically, two credit-bearing internships, each registered for 3 credits) toward the total number of elective hours needed to graduate.
- **MBA or MS students** may count 3 elective credit hours (usually one internship) toward the total number of credits required for graduation. Additional internships will result in credit hours “over and above” the total number of hours needed to graduate.

Will I have to pay tuition for my credit-bearing internship?

- Fall and spring internships do not result in an additional tuition bill for full time students; final semester reduced course load students will incur an additional cost.
- Summer or winter session internships that are registered for academic credit will result in a tuition bill from the University. Tuition rates are available on the [Student Accounts](#) website.

Can I earn credit for a past internship or for past employment experience?

Unfortunately, no. Credit-bearing internships must be pre-screened for quality and integrity before they begin, and registration must take place at the same time as internship participation. The concept of an internship is to learn. We require learning objectives to be identified at the start of the internship; these objectives act as a means to guide your progress as well as provide a basis for reflection regarding your academic assignments.

Have a question? Need help?

Email us: mgt-internships@buffalo.edu

Schedule your appointment using [BizLink](#)

Call the Career Resource Center: 716-645-3232

Visit our website for more information:
management.buffalo.edu/internships

Internships and Experiential Learning

UB School of Management

Career Resource Center

308 Alfiero Center, Buffalo, NY 14260

Monday – Thursday 8:30 a.m. – 5 p.m.

Fridays 8:30 a.m. – 4 p.m.