BUS198I:

INDIVIDUAL INTERNSHIP IN BUSINESS

To receive 4 units of credit for your internship, visit *https://careers.ucr.edu/students/internship* for more information on this opportunity

Course is generally offered fall, winter, spring, and summer quarters.

LOOKING FOR AN INTERNSHIP?

VISIT THE CAREER CENTER TO LOOK FOR YOUR NEXT OPPORTUNITY

OR

HTTPS://UCR.JOINHANDSHAKE.COM/

Opportunities are also posted on the School of Business iLearn tab: Internships/Job Postings/Contests

UC RIVERSIDE Career Center

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VISIT HTTPS://CAREERS.UCR.EDU/ FOR DETAILS.

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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.

Visit https://careers.ucr.edu/students/internship#how_do_i_receive_academic_credit for more in-depth details.

IN ORDER TO RECEIVE 4 UNITS OF CREDIT FOR YOUR INTERNSHIP, YOU MUST FOLLOW THESE STEP-BY-STEP INSTRUCTIONS:

1. **Obtain a Business-related internship on your own.**
   - **The Career Center (https://careers.ucr.edu/) is available to provide advice on obtaining internships. Handshake (https://ucr.joinhandshake.com/) is another helpful platform to find an internship.**
2. **Once you have secured an internship, locate and fill out the Internship Placement form found on the Career Center Website at (https://careers.ucr.edu/students/internship). Submit your form once student section has been completed.**
   - **Students will need to provide their UCR email and their supervisor's email only, all other signatures will be handled *electronically* through Docusign.**
3. **Once submitted, the School of Business Undergraduate Programs Office will receive your form electronically. The form will be reviewed and signed upon approval.**
   - **The School of Business will reach out if there are any questions regarding your application.**
4. **Once all signatures are received, the Career Center will approve and submit your official registration paperwork to the Registrar's office.**
   - **There is no R'Web registration necessary on your part. You will have until the Friday of the second week of classes to complete your Internship Placement Form via Docusign to be added to the class.**

- **IMPORTANT: Remember, if you plan to drop a class to take BUS198I, you need to make any necessary adjustments through R'Web by the Friday of Week 2. Any adjustments after Week 2 will result in a "W" for that course.**
- **Students participating in UCDC or an approved EAP internship must work directly with the School of Business Undergraduate Programs Office and the professor.**
- **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.**

Please email busundergrad198i@ucr.edu for more information and any questions.

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Updated 04/07/2021

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STEP-BY-STEP FLOWCHART

1.Obtain a Business-related internship
Use the Career Center and Handshake to help you.

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2. Fill out the Individual Internship Placement Form via Docusign, found on the Career Center Website .
Once student section is completed, submit your form.
All additional signatures will be handled electronically through Docusign.

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3. School of Business Undergraduate Programs Office will review and sign your form via Docusign. Upon approval, the form will be forwarded automatically to the Career Center for review.

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4. Once all signatures are obtained, the Career Center will provide final approval and submit your official registration paperwork on your behalf to the Registrar's Office.

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5. Complete the course and receive 4 units of credit!

https://business.ucr.edu/sites/default/files/2022-03/bus198i-updated_7-12-2021.pdf

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