

IVY COLLEGE OF BUSINESS

GUIDELINES FOR REGISTERING FOR HCM INTERNSHIP CREDIT

Students registering for HCM internship credit start in Business Career Services, 1320 Gerdin Business Building.
There are two internship credit options: HCM 3980 (R) or HCM 3910 (3)

To be eligible for HCM 3910 or HCM 3980, students must have the following:

- completed one semester in the Ivy College
- completed at least 12 credit hours of HCM coursework
- a cumulative HCM-specific GPA of 2.0 or better

Things to Remember:

- Students need to sign up for internship credit before the start of the internship and term.
- If a student has gained an internship in the middle of the semester and credit is required, see Business Career Services. A minimum of eight weeks remaining in the term is required.
- If international student, internship credit is required to be granted a work permit for off-campus employment.

If you need assistance or have questions, please contact Business Career Services.

HCM 3910

Full-time OR part-time internship

What does HCM 3910 do?

- Fulfills experiential learning requirement for HCM majors
- Gives you 3 credit hours of HCM credit (S/F); you must pay tuition for this credit
- *If international student*, allows you to be granted Curricular Practical Training if in a part-time internship
- Internship/co-op may be full or part-time and a minimum of eight weeks in length
- Upon completion of at least 120 hours, students are required to submit a portfolio and deliver a presentation sharing their experience with other HCM students and faculty.

If working a PART-TIME internship, your only credit option is HCM 3910, not HCM 3980.

HCM 3980

Full-time internship and co-op ONLY

What does HCM 3980 do?

- Fulfills experiential learning requirement for HCM majors
- Gives you an R credit, which is a transcript notation
- Keeps you a full-time student during fall and spring, so student loans do not come due and current health insurance status can be maintained
- Requires no tuition or fees
- *If international student*, allows you to be granted Curricular Practical Training for off-campus work
- *If international student*, you will be required to pay your health insurance premium for the semester. Can be taken for up to 1 semester and 1 summer consecutively
- Can be taken with up to 3 credit hours of additional coursework; you must pay tuition for this credit
- Internship/co-op must be full-time and a minimum of eight weeks in length
- Upon completion of at least 120 hours, students are required to submit a portfolio and deliver a presentation sharing their experience with other HCM students and faculty.