REQUIREMENTS TO APPLY FOR BUS 300 (NO GUARANTEE YOU WILL BE ADMITTED)

You can receive BUS 300 credit for an internship if:

1. You will be working at the internship at least 180 hours during the semester (no more than 40 hours per week and at least 8 weeks).
2. You are not enrolled in any other internship courses at the same time.
3. You have Junior or Senior standing.¹
4. You are in good academic standing during the semester of the internship.
5. You will not be taking more than 9 credit hours of coursework over and above the 3 credit hours for BUS 300 during the fall/spring semester (maximum 12 hours) or 6 credit hours in the summer (includes first, second and full summer, but not intersessions - maximum 9 hours).²
6. You apply to register for the BUS 300 course prior to starting your internship and pay the tuition for this course.

INSTRUCTIONS: HOW TO APPLY FOR BUS 300

To apply for the BUS 300 Internship Course, you will need to be registered in our College Central Network for Ole Miss Business database and complete the Experiential Learning Internship Agreement:

1. Log-in to the School of Business’ Career and Internship Site, https://www.collegecentral.com/olemissbusiness/ and select Students icon at the bottom of the screen.
   a. Most business students are pre-registered into this system, but you will need to activate your account before logging in for the first time. *
   b. * Some business students may not be pre-registered. If you are a business student and have not been pre-registered, you may create an account using your Student ID number without the “0”.
   c. If you are not a business student, you may create an account using your Student ID number without the “0”.
2. Click on “Experiential Learning” (Left side of screen under dashboard)
3. Submit a “New BUS 300 Business Internship Agreement”

This agreement will then go to course administrators, who will then route a request to the employer to approve your internship and provide contact information. These forms are due prior to the first day of the semester of your internship or the first day of your internship, whichever comes first. You cannot earn credits after the job is completed.

Once everything is approved, the School of Business will register you for the course (you cannot register yourself through MyOleMiss). Note that the BUS 300 Business Internship is a 3 credit hour course and you will be responsible to pay tuition for this course in the semester that the internship work is performed.

¹ If you are not yet a Junior, your application will be considered if you send a formal letter detailing how your prior work experiences (duties, responsibilities, and skills) and specific courses have prepared you for this internship to damm@bus.olemiss.edu in addition to completing the College Central Network for Ole Miss Business application.

² Includes courses taken at Ole Miss or transfer credits.