



BOSTON COLLEGE

OFFICE OF THE SENIOR ASSOCIATE DEAN CARROLL SCHOOL OF MANAGEMENT

Carroll School of Management Credit for Internships

Carroll School students who have completed courses through the second semester of freshman year are eligible to seek a one-credit pass/fail course for an unpaid/paid internship. Students are responsible for securing the internship themselves. Registration for the one-credit course is done through the Senior Associate Dean's Office, and must be initiated prior to the end of the drop/add period.

Eligibility Requirements

- Students can receive up to, but not more than, three internship credits during their time at Boston College.
- Students cannot complete more than one internship per semester or summer.
- Students must complete at least 50 hours at their internship.
- The internship can either be unpaid or paid.

To receive internship credit, Carroll School students should:

1. Apply prior to the end of the drop/add period.

[Summer Drop/Add Dates](#) (use "Summer 2" dates)

[Fall and Spring Drop/Add Dates](#)

2. Complete the Carroll School of Management Internship Form.
3. If you have questions, feel free to contact Dean Sullivan (sullvane@bc.edu).
4. Once your internship form is received, you will be registered for the course with access to its Canvas site.

In order to earn internship credit, you must complete all requirements in Canvas, including a reflection paper and a supervisor's evaluation. If you successfully complete the requirements, you will earn a passing grade. Otherwise, a failing grade will be recorded. You may withdraw from the internship credit through the University course withdrawal process subject to the standard deadline. In such cases, a W will be recorded on your record.

Considerations in Selecting an Internship

Practical business experience can be an important complement to your academic studies. It is important to remember that you should not sacrifice academic performance for the sake of experience. Make sure you are in a position to learn as well as do. Make sure the number of hours required is reasonable, given the other demands on your time.

Cost

Students will be able to enroll in the internship course free of charge if it is their first time doing one. If not, then students who register during the summer will be charged tuition for one credit and a registration fee. Details for these costs can be found at bc.edu/summer.

If a student registers for the one-credit during the fall or spring semester, they will not be charged an additional tuition fee, unless they are attempting to accelerate their graduation term.

Carroll School of Management Internship Form

Complete this form, which includes information about you, your internship, and your supervisor (name, title, contact information). Internship Form: <https://forms.gle/AgctZt1FEbQG4xnG9>