



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 (requires the signature of a supervisor at the internship site).
3. Schedule an appointment with Kevin Lux Ven (luxven@bc.edu) to discuss credit requirements and bring completed form to meeting.
4. After meeting, 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.



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Carroll School of Management Internship Form

- Apply prior to end of the drop/add period
- Schedule an appointment with Kevin Lux Ven (luxven@bc.edu)

Please indicate if you have done an internship for academic credit: Yes ___ No ___

Name: _____ Class Year: _____

Eagle ID: _____ Email Address: _____

Sponsoring Organization: _____

Position: _____ Total Hours: _____

Fall/Spring/Summer: _____ Year (e.g. 2023) _____

Supervisor's Information & Approval

I agree to supervise the above named student and provide a final evaluation upon successful completion of the internship.

Name (Printed): _____

Title: _____

Email Address: _____

Phone Number: _____

Signature: _____ Date: _____