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.

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.
- The internship must be at least 10 hours per week.
- The internship can either be unpaid or paid.

Registration

1. Complete this form and email it to carrollug@bc.edu or bring it to Kevin Lux Ven in the Senior Associate Dean’s Office in Fulton 315. If you have any questions, you can contact him via email (luxven@bc.edu) or phone (617-552-3932).
2. Before being registered for the internship course, you need to schedule an appointment with Kevin so he can discuss the internship credit requirements with you.
3. After you both meet, he will register you for the internship course and you will be able to view the classwork on Canvas once the semester term dates begin.

The form requires a signature of the supervisor at the internship site. When the internship is complete, a letter of evaluation on the organization’s letterhead must be submitted to the Senior Associate Dean at carrollug@bc.edu.
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

As of summer 2022, 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

Please indicate if you have done an internship for academic credit: Yes ___ No ___
If yes, indicate the internship course code(s) and the semester(s):
_______________________________________________________________________________

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: __________________