



### **Business 298-I, Applied Business Experience Internship**

The Lucas GSB is now offering a one-unit internship course Bus 298-I that will be available for MS Taxation students after they have advanced to candidacy. This course would not count as a required or elective course in a student's graduate degree program but would be completed before the student graduates and would be in addition to the 30-units that comprise our MST program of study. This course may be repeated for an additional semester for a total of two units of Bus 298-I.

The purpose of the course is to provide MST students with real-world experience that would enhance the education provided in our MST courses. The purpose is not to allow part-time jobs to count as academic credit; the purpose is to provide a quality business experience that reinforces the classroom educational experience. This is why Bus 298-I is only available for two semesters in total.

To assure the quality of the internship, students wanting to take this course must submit a proposal before enrolling in the course and a report at the end of the course that analyzes the internship. (Quality of writing will be important in these documents.) Again, the quality of the internship is primary: the proposal will be used to assure that the internship will lead to meaningful work for the organization and the student (e.g., making copies in an office would not be meaningful), and the report will be used to assure that the internship actually accomplished what was proposed.

The proposal will include the company name, location, contact person, contact information, and a description of the internship activity. The final report will also include an employer evaluation of the student's effort in completing the internship.

There is no restriction on the company or organization involved in the internship as long as a quality, meaningful experience is involved. CPT and OPT must be tax work appropriate for an MST student. Students may find their own internships or work with the Career Center to find one. Hopefully, over time the Lucas GSB can establish relationships with local companies so that internships become an on-going activity.

This internship course can also be used by international students in F-1 status to engage in Curricular Practical Training (CPT). The process outlined above is consistent with CPT guidelines, but international students must first work with the International Programs and Services Office to assure that all USCIS immigration requirements are met.

So, whether you are an international or resident MST student, you can take the Bus 298-I course with the same process and quality objectives.

### **Eligibility**

Completion of two semesters in the MST program and an approved advancement to candidacy; good academic standing in the MST program (no academic probation).

## Steps for Registering

F1 Students- Please allow 4-6 weeks prior to the proposed semester of enrollment in the Internship to complete the registration process.

1. Obtain an "offer of employment letter" from the company or organization that you plan to work with for your Applied Business Experience Internship. The letter must be on company letterhead and include job title, job description, beginning and ending dates, and number of hours weekly.
2. Attend an F1 Work Employment Workshop go to [http://www.sjsu.edu/isa/employment/curricular\\_practical\\_training/index.html](http://www.sjsu.edu/isa/employment/curricular_practical_training/index.html) for complete details on Curricular Practical Training (CPT)
3. Bring the "offer of employment letter", the one page proposal, the CPT worksheet (section 3), and an approved advancement to candidacy to the Program Coordinator who will give to the Associate Dean of the Lucas Graduate School.
4. After obtaining approval from the Associate Dean, you will receive an add code to register for the Internship. The Internship must be added to your schedule by the last day to add on the SJSU academic calendar.
5. Submit the completed CPT worksheet, the "offer of employment letter", the advancement to candidacy, and your current original SJSU I-20 to the IPS office for processing.

Domestic Students –Please allow 3-4 weeks prior to the proposed semester of enrollment in the Internship to complete the registration process.

1. Obtain an "offer of employment letter" from the company or organization that you plan to work with for your Applied Business Experience Internship. The letter must be on company letterhead and include job title, job description, beginning and ending dates, and number of hours weekly
2. Bring the "offer of employment letter", the one page proposal, and an approved advancement to candidacy to the Associate Dean of the Lucas Graduate School.
3. After obtaining approval from the Associate Dean, you will receive an add code to register for the Internship. The Internship must be added to your schedule by the last day to add on the SJSU academic calendar.