Internship Exceptions

All requests for exceptions must be made to the Internship Coordinator within the student’s first two semesters as an accounting or a business administration major at UW-Platteville.

Except as stated in A, B, and C, the internship requirement will not be waived.

A. Internship Credit (when internship is taken at another post-secondary academic institution for 3 or more credits)

Students must:
1. Have a signed employer evaluation that is comparable to the School of Business’s evaluation.
2. Complete a 15-20 page report discussing the relationship of the internship experiences to coursework: a) in the accounting or business major or business emphasis area; and, b) to career goals. The report must include a narrative discussion and may include support charts, table, or other documents.
3. Complete the application. The internship coordinator must approve application documents.
4. Complete the intern evaluation (self-evaluation). Have had a business administration or accounting major at the time of the internship.

All other internship requirements (hours, credits, etc.) remain.

B. Internship Credit (when prior internship was taken in another major in a different UW-Platteville department before becoming a Business Administration or Accounting Major)

Students must:
1. Have a signed employer evaluation that is comparable to the School of Business’s evaluation.
2. Complete a 15-20 page report discussing the relationship of the internship experiences to coursework: a) in the accounting or business major or business emphasis area; and, b) to career goals. The report must include a narrative discussion and may include support charts, table, or other documents.
3. Complete the application. The internship coordinator must approve application documents.
4. Complete the intern evaluation (self-evaluation).
5. Have completed or be enrolled in 5 of the business administration major’s core classes before requesting an internship waiver. (Credits for a class that fulfills two academic requirements will not count twice).
6. Complete a Degree Program Change Form, which indicates the internship course number and number of credits to be used to fulfill the Business Administration internship requirement.

All other internship requirements (hours, credits, etc.) remain.

C. Internship Waiver (applies only when significant prior business experience has been obtained prior to enrollment at UW-Platteville)

Students must:
1. Request an internship waiver using the Degree Program Change Form within the first two semesters of becoming a business administration or accounting major at University of Wisconsin-Platteville.
2. Complete a 15-20 page report discussing the relationship of the internship experiences to coursework: a) in the accounting or business major or business emphasis area; and, b) to career goals. The report must include a narrative discussion and may include support charts, table, or other documents. This report will be attached to the Degree Program Change Form.
3. The Degree Program Change Form must be approved by the academic advisor, department chair, etc. consistent with the regular approval process. In this case, the internship course will not appear on the transcript. Rather, the requirement will be waived.

Students must evaluate the effort required to request an exception knowing that it may be denied.