

# IVY COLLEGE OF BUSINESS

## GUIDELINES FOR REGISTERING FOR HCM INTERNSHIP CREDIT

Students registering for HCM internship credit start in Business Career Services, 1320 Gerdin Business Building.  
**There are two internship credit options: HCM 398x (R) or HCM 391x (3)**

**To be eligible** for HCM 391X or HCM 398X, students must have the following:

- completed one semester in the Ivy College
- completed at least 12 credit hours of HCM coursework
- a cumulative HCM-specific GPA of 2.0 or better

### Things to Remember:

- Students need to sign up for internship credit before the start of the internship and term.
- If a student has gained an internship in the middle of the semester and credit is required, see Business Career Services. A minimum of eight weeks remaining in the term is required.
- If international student, internship credit is required to be granted a work permit for off-campus employment.

If you need assistance or have questions, please contact Business Career Services.

### HCM 391X

Full-time OR part-time internship

#### What does HCM 391X?

- Fulfills experiential learning requirement for HCM majors
- Gives you 3 credit hours of HCM credit (S/F); you must pay tuition for this credit
- *If international student*, allows you to be granted Curricular Practical Training if in a part-time internship
- Internship/co-op may be full or part-time and a minimum of eight weeks in length
- Upon completion of at least 120 hours, students are required to submit a portfolio and deliver a presentation sharing their experience with other HCM students and faculty.

**If working a PART-TIME internship, your only credit option is HCM 391X, not HCM 398X.**

### HCM 398X

Full-time internship and co-op ONLY

#### What does HCM 398X do?

- Fulfills experiential learning requirement for HCM majors
- Gives you an R credit, which is a transcript notation
- Keeps you a full-time student during fall and spring, so student loans do not come due and current health insurance status can be maintained
- Requires no tuition or fees
- *If international student*, allows you to be granted Curricular Practical Training for off-campus work
- *If international student*, you will be required to pay your health insurance premium for the semester. Can be taken for up to 1 semester and 1 summer consecutively
- Can be taken with up to 3 credit hours of additional coursework; you must pay tuition for this credit
- Internship/co-op must be full-time and a minimum of eight weeks in length
- Upon completion of at least 120 hours, students are required to submit a portfolio and deliver a presentation sharing their experience with other HCM students and faculty.