Sophomores transitioning from UC to BUS

Registration begins:

- All BUS Coded students have advising holds
- April 4 to April 9: Students with 60 - 89.9 credits can register
- April 11 to April 15: Students with 30 - 59.9 credits can register

*Note: if you have fewer than 60 credits earned you will need to see the advisor in UC or the CBA Advising Center to register for 300 level classes.

- Make sure that all transfer credits are posted if necessary
- Holds were placed on student accounts on February 15th for students with 60 credits to 89.9 credits.
- You will need to meet with your Academic Advisor, Kathy Conlon, or Lisa Abreu Morel to have the hold released. Call 874-2337 for appointment or walk in hours.

Passport Course:

- BUS390: Requirement for Junior Business Students for Fall 2016 registration.
  - Register by major
    - Accounting – sections 0200, 0201, and 0202
    - Entrepreneurial Management – section 0203
    - Finance – sections 0204 and 0205
    - General Business – sections 0206, 0207 and 0208
    - Global Business – section 0209
    - Marketing – sections 0210, 0211 and 0212
    - Supply Chain Management – sections 0213 and 0214

When to meet with your Academic Advisor:

- Prior to registration
- Study Abroad Approvals
- Advising questions (holds lifted)
- Review Curriculum Sheet and prerequisites
- Change of Major

*Note: to optimize your time with your advisor always be prepared.
Who are my new Academic Advisors:

To make an appointment please call 401-874-2337. We do not make appointments through E-Campus.

- Kathy Conlon: Walk in hours for Spring 2016 are Monday and Tuesday 1:00pm to 3:00pm and Wednesday, Thursday and Friday from 9am to 11am. Walk in hours will be posted on the TV in Ballentine Hall Atrium. For Off Campus or Study Abroad Approvals, see Kathy Conlon. Kathy’s email is kconlon@uri.edu and she can be reached at 401-874-2549.
- Lisa Abreu Morel: Walk in hours Tuesday 9am to 11am and Wednesday 1pm to 3pm. Lisa’s email is lisa@uri.edu and she can be reached at 401-874-4380 on Tuesdays and Wednesdays.

Group Advising Sessions:
- Accounting 3/7/2016 at 10am & 2pm
- Finance 3/8/2016 at 10am & 2pm
- Supply Chain Management 3/14/2016 at 10am & 2pm
- Marketing 3/15/2016 at 10am & 2pm
- Entrepreneurial Management, General Business and Global Business 3/16/2016 10am & 2pm
- All Group Advising is scheduled in the LAN Conference Room 363

When to take courses:

- Upper Core Business Classes – BUS315, BUS341, BUS320, BUS355, BUS365, BUS345 Junior year, BUS445 Senior year
- You should follow your 4 year curriculum sheet – dated the calendar year that you entered URI
- Make sure you have completed your prerequisites
- Forms and Curriculum Sheets are available at http://web.uri.edu/business/. Go to Student Resources, then click on Curriculum Sheets and Student Forms
- Forms and Curriculum Sheets are also available at the Reception Desk on the 3rd floor of Ballentine Hall

Prerequisites:

- You must have junior standing with 60 or more earned credits at the end of the current semester before
- E-Campus will allow you to register for 300 level business classes
- You must be transferred out of University College in order to take 300-400 level business courses.
- Refer to the URI catalog for course pre-requisites

CBA Updated 2-19-16
Who is my Career Advisor and when to meet:

Career Advisor – Kathleen Jackson: Meet with Kathleen by appointment. Questions and Resume/Cover Letter reviews done by appointment or can be emailed to kajackson@uri.edu. She can be reached at 401-874-9213. To make an appointment with Kathleen stop by her office and there is a signup sheet outside the door, Ballentine 319.

Kathleen will be holding labs for writing Resumes and Cover Letters. Watch the TV monitor in the lobby for dates, times and locations.

Resume Labs:
2/26/2016 12pm Thomson Boardroom 347
3/1/2016 10am LAN Conference Room 363
3/3/2016 3pm to 5pm Thomson Boardroom 347
3/7/2016 11am Thomson Boardroom 347
3/9/2016 9am Thomson Boardroom 347

Sign up sheets are outside of Room 319

Meet for:
• Career Direction: What do I do with my major?
• For Resume and Cover Letter Assistance
• Interview and Job Search Skills and Information
• Full time employment opportunities
• You can also contact your faculty for career advise

Who is the Internship Coordinator and when to meet:

Internship Coordinator – Lynne Finnegan: Walk in hours for Spring 2016 are as follows: Mondays 10-12, Tuesdays 1-3, Wednesdays 1-3, Thursday 11-12, & Friday 9-11. All walk-in hours are subject to change due to scheduling. If you are unable to make walk-in hours, please contact Lynne to schedule an appointment. Lynne’s email is ltfinnegan@uri.edu and she can also be reached at 401-874-4043.

Internship Information Session sign-up sheets are located outside of Room 315. Students will learn the basics to start the internship search.

Internship Info Sessions:
2/24/2016 9am, 11am, 1pm Thomson Boardroom 347
2/25/2016 10am, 1pm, 2pm LAN Conference Room 363
2/26/2016 11am, 1pm Thomson Boardroom 347
2/29/2016 9am, 10am, 2pm Thomson Boardroom 347
3/1/2016 11am & 1pm LAN Conference Room 363

To Search for Internships check these sites:
Internship Blog: www.uricbaintern.blogspot.com
RhodyNet: https://uri-csm.symplicity.com/students/

CBA Updated 2-19-16
When should I meet with Assistant Dean Boyd:

- Personal, Financial, or Health related issues that impact academic performance.
- Minor Approvals must be submitted by 75 earned credits to Dean’s Office 3rd floor Ballentine Hall
- Questions about transfer credit for other universities

*The semester you plan to graduate you must have a degree audit done by the Dean’s Office
  - If you need to schedule an appointment with Dean Boyd please contact Leila at 401-874-2337 to schedule your appointment.

When should I meet with Associate Dean Rosen:

- Petition for Scholastic Standing
- Problem with Academic Progress in a course
- Problem with a Professor
  - You should meet with the Area coordinator to get issue resolved. If there is still a concern then you should meet with Dean Rosen.
  - Area Coordinators:
    - Accounting & Law – Professor Alex Hazera 874-4332 Room 308
    - Finance – Professor Bing Xuan Lin 874-4895 Room336
    - Entrepreneurial Management & General Business– Professor Betsy Cooper 874-4211 Room 317
    - Marketing– Professor Dan Sheinin 874-4344 Room 328
    - Supply Chain Management – ProfessorDoug Hales 874-7882 Room 331
- To schedule an appointment with Dean Rosen please contact her directly via email: drosen@uri.edu

Important Forms and Links:

Here is the link to find the forms that you might need.

web.uri.edu/business/student-resources

Internship Blogspot: www.uricbaintern.blogspot.com

Facebook Account: facebook.com/URI.Business.College

Twitter Account: @URICBA

Instagram: @URICBA

Relay for Life Team: Strictly Business
Relay for Life
April 23rd
10am to 10pm
Mackal Field House
College of Business Team
Strictly Business
http://main.acsevents.org/goto/StrictlyBusiness
Please join our team!!!
New Program!!!

Fireside Chats
Tuesday, March 1st
at 5pm
Green Hall Room 201
(use the front door)
Come and hear from
Marc Paulhus, President
Citizens Bank
College of Business 2015 Student Organizations

- **Beta Gamma Sigma**  
  www.betagammasigma.org  
  - Advisor:  
    - Peg Boyd pferguson@uri.edu 874-2337 Dean's Office  
    - Laurie Bouthiller laurie@uri.edu 874-2337 Dean's Office

- **Beta Alpha Psi**  
  - BAP Email Account: URIBAPOffice@gmail.com  
  - Faculty Advisor:  
    - Kate Jelinek kjelinek@uri.edu 874-7470 Room 224
  - Club President:  
    - Michael Herchen michaelherchen@my.uri.edu

- **Quantitative Finance & Neuroscience Club (QFIN)**  
  - Faculty Advisor:  
    - Gordon Dash ghdash@uri.edu 874-4323 Room 316
  - Club President:  
    - Kyle St. Jean kyle_stjean@my.uri.edu

- **Financial Management Association**  
  - Faculty Advisor:  
    - Michael Ice michael_ice@uri.edu 874-4335 Room 30
  - Club President:  
    - David Aballo dgallo415@gmail.com

- **Supply Chain Management Club**  
  - Faculty Advisor:  
    - Joe Estrella jestrellajr@mail.uri.edu 874-4362 Room 234
  - Club President:  
    - Sarah Patterson sarah_patterson@my.uri.edu

- **URI Entrepreneurship Club**  
  - Facebook URI Entrepreneurship Club  
  - Faculty Advisor:  
    - Silvia Dorado sdorado@uri.edu 874-5747 Room 229
  - Club President:  
    - Charles Lomolino clomolino@my.uri.edu

- **American Marketing Association**  
  - URI American Marketing Association  
  - Faculty Advisor:  
    - David Mitchell david_mitchell@mail.uri.edu 874-9229 Room 220A
    - Hillary Leonard hleonard@uri.edu 874-4324 Room 232
  - Club President:  
    - AMA Email amarhody@gmail.com
    - Shelby Olivier Shelby_olivier@my.uri.edu

- **Women in Business Club**  
  - Facebook URI Business Club 9  
  - Faculty Advisor:  
    - Kathy Jervis jervisk@mail.uri.edu 874-4196 Room 310
    - Betsy Cooper ecooper@uri.edu 874-4211 Room 317
  - Club President:  
    - Melanie Moreno Melanie_moreno@my.uri.edu

- **NABA**  
  - Faculty Advisor:  
    - Chet Hickox stjohn@uri.edu 874-4318 Room 307
  - Club President:  
    - Ogo Igwe ogochukwu_igwe@my.uri.edu

9/24/2015
THE UNIVERSITY OF RHODE ISLAND
ENROLLMENT SERVICES

PETITION TO APPEAL THE ADD/DROP DATE DEADLINE

NAME
ADDRESS
URI ID # PHONE #
E-MAIL
COLLEGE
MAJOR SEMESTER

<table>
<thead>
<tr>
<th>ACTION</th>
<th>COURSE</th>
<th>SECTION</th>
<th>CREDIT</th>
<th>TITLE / INSTRUCTOR</th>
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<tr>
<td>DROP</td>
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<tr>
<td>CREDIT CHANGE*</td>
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*BURSAR CLEARANCE REQUIRED + To change credits in a variable credit course, enter the new credit count in the CREDIT column.

INSTRUCTIONS FOR STUDENT
Late adds or drops are approved only for unusual exceptional circumstances. Full documentation supporting these circumstances must be provided. Requests for late drops must be made by the last day of classes. If you believe that a late add or drop is justified, complete this petition as follows:
1. Complete all pertinent information above these instructions.
2. On a separate sheet of paper, state the reasons you believe you qualify for the late transaction(s) requested above. Your name and URI ID number should be included on the sheet.
3. Attach documentation supporting your claim of exceptional circumstances (e.g., a medical report is expected in case of significant illness.) Failure on assignments/exams, or lack of attendance do not alone, constitute exceptional circumstances.
4. Have your course instructor(s) complete the instructor portion of the petition below. For Online Courses, you may submit an email from the instructor specifying the last date you attended class and indicating permission to drop. Online Course instructors may also submit this email directly to your academic dean.
5. Submit this completed petition, your statement, and supporting documentation to your dean’s office representing your school or college (e.g., UC, A&S, BUS, CCE, etc.) Submitting this petition does not assure that it will be approved, so be sure to continue attending the affected course(s) while your petition is being evaluated.
6. If your College requires, the week following the submission of this petition, return to the dean’s office to learn the results of your petition. If approved, continue with the remaining two steps.
7. If approved, you will be given this petition to take to the Office of Enrollment Services.
8. Failure to present this petition to the Office of Enrollment Services within ten days of approval will require that it be resubmitted for approval to your academic dean. Requests for late drops must be requested/approved by the last day of classes for the term in which the drop is sought.

Student's Signature ______________________________ Date ____________

TO BE COMPLETED BY COURSE INSTRUCTORS (Additional comments may be added on back of original copy)

<table>
<thead>
<tr>
<th>Course</th>
<th>Sctn.</th>
<th>Instructor</th>
<th>Instructor Signature</th>
<th>Date Student Last Attended</th>
<th>Instructor(s). Do you support this petition (Circle)</th>
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<td>Yes Comment</td>
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TO BE COMPLETED BY STUDENT'S (Assistant/Associate) ACADEMIC DEAN

☐ Approved ☐ Disapproved ☐ Returned

Dean's Signature ______________________________ Date ____________

BILLING AND COLLECTIONS CLEARANCE

The University of Rhode Island is an equal opportunity employer committed to the principles of affirmative action

Rev. 06/2012
THE UNIVERSITY OF RHODE ISLAND
COLLEGE OF BUSINESS ADMINISTRATION
DIRECTED STUDY PROPOSAL

COPIES OF THIS PROPOSAL MUST BE ON FILE IN THE OFFICE OF THE DEAN

Student's Name (Please Print or Type)       Major           ID Number

Fall BUS 491 _______    Spring BUS 492 _______    Summer BUS 492 _______

Plan of Study. (Attach separate sheet if necessary.) Describe in detail your proposed directed study outlining the goals, objectives, and evaluation process.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Student Name (Please Print)       Date

Student Signature       Date

Faculty Name (Please Print)       Date

Faculty Supervisor       Date

Dean       Date

Class Code       Permission Number
Rules and Requirements for Directed Study

The student designs an independent research proposal, which includes original and secondary research. A generic course description is: Directed readings and research under the supervision of a faculty member. The student designs a plan of work.

1.- To be eligible for a directed study, a student must have completed at least 75 credit hours, be majoring in the College of Business Administration, and have a minimum grade point average of 2.5.

2. - Each directed study must have a faculty supervisor who pre-approves and supervises the directed study proposal.

3. - A directed study consists of independent fieldwork and additional hours of academic assignments, which are equivalent in rigor to an upper level junior or senior level course. The exact nature of the academic assignments are mutually agreed upon between the student and the faculty supervisor.

4. - Undergraduate students register via over-ride for one to three credits of BUS 491 and BUS 492. The code 491 is used for the fall semester and 492 is for spring and summer registration term.

5. - Directed studies must have prior approval from the Dean.
COLLEGE OF BUSINESS ADMINISTRATION

PETITION FOR THE SCHOLASTIC STANDING COMMITTEE

Complete and return to the Dean’s Office for action by the Scholastic Standing Committee.

NAME: ___________________________ DATE: _________________________

Student ID Number: ___________________________ Phone: ___________________________

Local Address: ___________________________ Email: ___________________________

Through its written materials and degree audit system, the University of Rhode Island provides students with accurate information concerning program requirements. The responsibility for meeting all course and credit requirements for the degree rests with each individual student. Student seeing exceptions to courses of study or to other degree requirements or academic rules should:

1. Complete this form
2. Get appropriate signatures on every document submitted including your typed statement (see 3 below).
3. Attach a TYPED statement explaining your petition clearly stating:
   a. the exact waiver, exception, substitution or action you wish to have the Committee consider.
   b. The justification for this change. Attach any supporting documentation.
4. Signatures required will differ depending upon your request:
   a. If you are petitioning for a substitution or waiver of a requirement in the College of Business Administration, seek support from the area coordinator of that course.

   Major
   Accounting & Information Systems
   Entrepreneurship Management, Business Law & General Business
   Finance & Decision Science
   Marketing
   Supply Chain Management

   Area Coordinators
   Alex Hazera
   Bob Comerford
   Bing-Xuan Lin
   Daniel Sheinin
   Douglas Hales

   b. If you are petitioning for a late drop, seek support from the instructor of the class.
   c. If you are petitioning to substitute or waive a general education requirement, you must get signatures from both the department in which the course is being taught and from the area coordinator for your major.

5. Submit form to Dean’s office for review by Scholastic Standing Committee.

Spring 2015
Make sure that you get appropriate signatures for your request on each document before submitting to the Scholastic Standing Committee.

CBA Area Coordinator’s Signature: ___________________________ Date: ______
I support the request ______ I do not support the request ______ I abstain ______

Explanation of supporting or not supporting the petition:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Instructor’s Signature: ___________________________ Date: ______
I support the request ______ I do not support the request ______ I abstain ______

Explanation of supporting or not supporting the petition:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Chair’s Signature: ___________________________ Date: ______
I support the request ______ I do not support the request ______ I abstain ______

Explanation of supporting or not supporting the petition:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Scholastic Committee Action: Approve ______ Not Approve ________
Explanation: _____________________________________________________________
________________________________________________________________________
________________________________________________________________________

Associate Dean: ___________________________ Date: __________________________

Spring 2015
PRIOR APPROVAL FOR OFF-CAMPUS STUDY

<table>
<thead>
<tr>
<th>Name (last, first, middle initial)</th>
<th>Student ID number</th>
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<tbody>
<tr>
<td>Address (street, city, state, zip)</td>
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</tbody>
</table>

Enrolled in:
- [ ] Arts and Sciences
- [ ] Business Administration
- [ ] Continuing Education
- [ ] Engineering
- [ ] Environmental & Life Sciences
- [ ] Human Science and Services
- [ ] Nursing
- [ ] Pharmacy
- [ ] University College

PROCEDURE FOR STUDENT:
1. Obtain current catalog from the institution where the course work will be taken (this is not required if the course work will be taken from Rhode Island College or the Community College of Rhode Island).
2. Take the catalog to the chairperson of the University department that offers the equivalent course and request his/her signature (CCE students need not complete this step).
3. Return the signed form to the dean of your college for final approval and confirmation that the course will fulfill degree requirements.
4. Upon completion of the course(s), Request that a transcript be sent to the dean of the college in which you are enrolled (see list on the back of this form for the address of your dean).

I request permission to have work taken at ___________________________ during the ________ term evaluated and posted to my University transcript.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>20__ - 20__</th>
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<tbody>
<tr>
<td>Signature Course at OTHER institution</td>
<td>Title</td>
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*In the box provided check any Course Equivalency you do not wish to be added to URI's prior approved course database.

PLEASE NOTE:
1. PRIOR APPROVAL ASSURES CREDIT FOR WORK TAKEN AT ANOTHER POSTSECONDARY INSTITUTION PROVIDED A SATISFACTORY GRADE IS EARNED (C or better at all institutions except Rhode Island College and The Community College of Rhode Island from which a C- or a D is accepted but only as a free elective).
2. The credits for courses taken at another institution will transfer but not the actual letter grade earned; therefore, the grades earned in these courses will not affect a student's grade point average.
3. If you are receiving Federal Financial Aid you must obtain your Academic Dean's approval for these courses.

Academic Dean's Approval ____________________________ Date ________________

*Upper level business courses will transfer for equivalent credit only if completed in AACSB accredited business programs. A list of institutions in this region with accredited programs may be found on the back of this form.

The University of Rhode Island is an equal opportunity employer committed to the principles of affirmative action.
ADDRESS TO WHICH A TRANSCRIPT OF COURSE WORK TAKEN AT ANOTHER INSTITUTION SHOULD BE SENT:

<table>
<thead>
<tr>
<th>Office of the Dean</th>
<th>Office of the Dean</th>
<th>Office of the Dean</th>
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</thead>
<tbody>
<tr>
<td>College of Arts &amp; Sciences</td>
<td>College of Business Administration</td>
<td>College of Pharmacy</td>
</tr>
<tr>
<td>Chafee Hall</td>
<td>Ballentine Hall</td>
<td>Forgarty Hall</td>
</tr>
<tr>
<td>University of Rhode Island</td>
<td>University of Rhode Island</td>
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</thead>
<tbody>
<tr>
<td>College of Continuing Education</td>
<td>College of Engineering</td>
<td>University College</td>
</tr>
<tr>
<td>Shepard Building</td>
<td>Bliss Hall</td>
<td>Roosevelt Hall</td>
</tr>
<tr>
<td>80 Washington Street</td>
<td>University of Rhode Island</td>
<td>University of Rhode Island</td>
</tr>
<tr>
<td>Providence, Rhode Island 02903</td>
<td>Kingston, Rhode Island 02881</td>
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<th>Office of the Dean</th>
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<th>Office of the Dean</th>
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</thead>
<tbody>
<tr>
<td>College of Human Science &amp; Services</td>
<td>College of Nursing</td>
<td>College of the Environment</td>
</tr>
<tr>
<td>Quinn Hall</td>
<td>White Hall</td>
<td>And Life Sciences</td>
</tr>
<tr>
<td>University of Rhode Island</td>
<td>University of Rhode Island</td>
<td>Woodward Hall</td>
</tr>
<tr>
<td>Kingston, Rhode Island 02881</td>
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<td>University of Rhode Island</td>
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</tbody>
</table>

AACSB ACCREDITED BUSINESS PROGRAM INFORMATION WHERE UNDERGRADUATES MAY TAKE UPPER LEVEL BUSINESS COURSES FOR EQUIVALENT CREDIT CAN BE FOUND AT:

http://www.aacsb.edu/accreditation/accreditedmembers.asp
College of Business Administration Internship Program

Internships for Academic Credit for URI College of Business Students

Student Eligibility Requirements

- 3 Liberal elective credits available
- 6 Liberal or Professional elective credits available for International Business and General Business majors ONLY
- 2.75 GPA or higher
- Minimum 75 credits completed prior to internship
- Must be a College of Business Administration major in good academic and social standing
- Internship must be related to academic major or career interests

Important Dates

- Fall internship dates: September – December
- Spring internship dates: January – April
- Summer internship dates: May - July

Note: Internships must be finalized through the College of Business prior to the "Last day to ADD"

Hours and Credits through the College of Business

- Fall and Spring Semesters (10 weeks)
  - 3 Liberal electives = 100 internship work hours (~ at least 10 hrs/wk, including seminar)
  - 6 Liberal electives = 200 internship work hours (~ at least 20 hrs/wk, including seminar)
  - See Student Requirements Above

- Summer Session (8 week session)
  - 3 Liberal electives = 100 internship work hours (~ at least 12.5 hrs/wk, including seminar)
  - 6 Liberal electives = 200 internship work hours (~ at least 25 hrs/wk, including seminar)
  - See Student Requirements Above

Seminar Course Information

- CBA students enroll in BUS 493, an online internship seminar course taken concurrently with the internship.
- Enrollment in BUS 493 is by College of Business Internship Coordinator approval only.
- Seminar focuses on the intern's learning experience as well as professional and career development. Course workload is the equivalent of a Liberal elective course offered outside the College of Business.
- Grading for BUS 493 is Satisfactory/Unsatisfactory

Fees

- Fall and Spring Semesters: Cost for College of Business internship credit is the same as class tuition
- Summer Session: Cost for College of Business internship credit is per credit summer course rate (instate/out-of-state)

Getting Started

Step 1: Sign-up for and attend and Internship Information Session; Dates /times are posted outside of Ballentine Rm. 315
Step 2: Search for an internship and finalize your internship
Step 3: Identify that you want internship credit; email ltfinnegan@uri.edu for the internship paperwork
Step 4: Obtain permission number to register for BUS 493 the Internship Seminar Course

2015
Lynne Finnegan, Internship Coordinator · Ballentine Hall, Room 315 · ltfinnegan@uri.edu ·
PH: 401-874-4043 · Fax 401-874-4312
To schedule an appointment: ltfinnegan@uri.edu
Internship Search Checklist

BEFORE YOUR SEARCH

✓ WRITE A Resume
   REVIEW resume – talk to at least 2 people (Utilize URI Career Services, http://web.uri.edu/career/ and Kathleen Jackson, Career Advisor for the CBA)
✓ WRITE a Cover Letter
   REVIEW cover letter – talk to at least 2 people (Utilize URI Career Services, http://web.uri.edu/career/ and Kathleen Jackson, Career Advisor for the CBA)
✓ COMPILE a list of companies/organizations where you would like to intern in your geographic location
✓ NETWORK to see if there is anyone you know who can help you. Your networks should include the following people (friends/family, professors, co-workers etc.)
✓ REGISTER on RhodyNet, URI’s online job/internship posting system http://web.uri.edu/career/

SEARCHING FOR AN INTERNSHIP

Part 1
✓ CONTACT your networks to see how they may be able to help you. Remember that asking for help is a necessary part of finding internships and jobs
✓ WRITE a thank you note to EVERY person who helps you with your search
✓ USE research tools to help you, including Career Beam, available through your BUS390 class website
✓ PICK 2-4 websites to use to search for your internship search such as: (Monster.com, Craigslist, Intern Match, Internships.com, and The Boston Job Source)
✓ ATTEND URI sponsored events: Job Fairs, Career Day, Accounting Night. Like the CBA Facebook, check the URI CBA Internship BlogSpot, follow CBA Twitter, and check Career Services website calendars frequently!

Part 2
✓ SEND your resume and cover letter via email to apply for internships. Follow the directions!
✓ FOLLOW-UP! After you send your resume, if you haven’t heard back after a week, email/call to express your interest.
✓ ANTICIPATE your interview Know what questions to ask. Utilize URI Career Services for “mock interview” practice and interview questions document.
✓ DRESS for success during an interview
✓ LISTEN ask questions, and choose an internship that is a good fit for you and matches your career interests
✓ AVOID getting discouraged Finding an internship is like conducting a mini job search. It sometimes takes time and hard work.

RESOURCES

• URI Career Services: 228 Roosevelt Hall, Phone: 401-874-2311 Website: http://career.uri.edu
• RhodyNet online internship listings: http://career.uri.edu/FAQ_RhodyNet.html
• College of Business Administration Calendar: http://www.cba.uri.edu/calendar/default.asp