

Dear Students,

We would like to inform you about important updates regarding the **2025 Fall Term Mandatory Internship Procedures**. These changes have been implemented to streamline the internship process during the Fall semester and to prevent issues that may impact the Spring semester registration.

- The deadline to add the internship course(s) (**BUS 311/312**) to your academic program is **Tuesday, September 30**, the final day of the Add/Drop period. Even if you have not arranged the company where you will do the internship by this deadline, you **must enroll in the course if you want to start your internship in the summer period. No registrations will be accepted after this date.**
- Please note that **you cannot complete the internship first and then count it toward a later semester** — you are only allowed to do your internship during the semester in which you are officially enrolled in the course.
- Once you have secured an internship placement, you are required to obtain approval from your **academic advisor** by submitting the **Internship Information Form, signed by the company and yourself.**
 - Before completing the form, once you have secured an internship placement, you must inform your academic advisor about your internship dates via email. If your advisor approves the schedule, you may then complete the form and submit it for their official approval.
 - If your advisor is not available on campus, another faculty member may sign the form **only with your advisor's prior knowledge and explicit email confirmation.** Please arrange this confirmation before requesting another signature.
- Upon completion of the internship, you must submit the **internship report(s) within 1 week (5 business days)** of the internship end date to your academic advisor for evaluation. Please note that the previously granted 1-month submission window is no longer applicable.
- All internships must be **fully completed by December 30, 2025**, at the latest.

Should you have any questions, please do not hesitate to contact the Dean's Office.

We wish you a successful and enriching internship experience.

Best regards,

Dean's Office