



Sonoma State University School of Business & Economics

BUS 399, Advanced Work Experience

To be completed by the Student:

Semester: _____ # of Units: _____

Grade basis: Credit/No Credit only See policy on back regarding approval process.

Course (circle one)

- | | |
|---------------------------|------------------------|
| BUS 399A – Accounting | BUS 399MG - Management |
| BUS 399F – Finance | BUS 399MK - Marketing |
| BUS 399FM – Financial MGT | BUS 399W - Wine |

Student name: _____ ID#: _____

e-mail address: _____ Ph. # _____

To be completed by the Employer:

Employer: _____

Address: _____

E-mail address: _____

On Site supervisor: _____ Phone #: _____

Work to begin: _____ Work to end: _____

Hours per week: _____ Total hours: _____ Compensation: _____

Applicable State and Federal laws apply as they would to any temporary employee.

Job Title: _____

Employer please attach a comprehensive job description

To be completed by the student in consultation with his/her Concentration advisor:

List the academic work that has been completed that prepares the student for the job. List courses in the major and concentration, by course number, that qualify the student for the described work.

Evaluation of the student will include two phone conferences between the Internship Coordinator and the On-Site Supervisor. Students will write a paper describing their job experiences and submit it to the Internship Coordinator. The paper will be five pages in length and due the last scheduled class day of the semester. E-mail to dove@sonoma.edu For instruction on the final paper please see the School Internship web site and see instructions for the Internship final paper. <http://www.sonoma.edu/sbe/careers-and-internships/internship-program/for-students.html>

The undersigned agree to all conditions specified above.

Student: _____ Signature: _____ Date: _____

Concentration Advisor: _____ Signature: _____ Date: _____

On-Site Supervisor: _____ Signature: _____ Date: _____

Department Chair: _____ Signature: _____ Date: _____

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ADVANCE WORK EXPERIENCE POLICY

Advanced Work Experience allows student to gain practical work experience and academic credit at the same time. These are supervised programs of work which involves students working in governmental, community service, or business settings. The typical student works ten to twenty hours per week. Forty-five hours of work are required per unit of credit.

Advanced Work Experience is designed for upper-division students in business administration who have an opportunity for an extraordinary on-the-job educational experience but are prohibited by the internship policy from taking BUS 499, Internship, because of the prohibition against students turning existing jobs into internships. GPA in major of 2.0 is required and students must have successfully completed either at least two courses in the area of concentration or at least sixteen (16) units of upper-division business courses prior to enrolling. Requests for BUS 399 must be approved by the student's faculty advisor and the department chair. A student may not receive credit for both BUS 499, Internship, and BUS 399, Advanced Work Experience, in a given concentration. A student may receive credit for BUS 499 in one concentration and credit for BUS 399 in another concentration based on a different work experience. No more than 8 units of BUS 399 and BUS 499, in total, may be applied to the Business Administration major.

Grading option: Cr/NC only.

Criteria used in approving Advanced Work Experience:

- There must be a clear and specified relationship to an academic program.
- Placement must be at a professional level of responsibility appropriate for university credit. This does not imply that routine work should be excluded.
- Exceptions may be given in special circumstances related to job transfers in the organization.
- Advanced Work Experience requires prior approval of authorized officials.