Step 1: Contact Dr. Dyanne Ferk who will serve as your UIS supervisor & can help guide you through the process.

Step 2: Visit the Internship Services website for information and forms. [www.uis.edu/ipl/internships/]

The University of Illinois Springfield is dedicated to the idea that higher education is professional and practical. The Applied Study Term (AST) honors this dedication by stressing the following values: Practical experience & professional development.

The AST provides an academically sponsored learning experience that gives all degree-seeking undergraduate students an opportunity to learn from the community. The process emphasizes self-directed learning, providing extremely useful opportunities for students: Career exploration & Integration of academic studies with practical experience.

To learn more about our program and how to complete an AST of your own, please explore our website [www.uis.edu/ipl/internships/]

Important information about going through the AST process can be found on the website pages. The Students pages contain information both for current students, including Newest Internship Opportunities, and examples of UIS students who have had phenomenal experiences in a variety of fields thanks to the AST program.

Frequently Asked Questions

Is an AST required for the BBA?

Beginning with the 13-14 catalog all Bachelor in Business Administration options require a minimum of a three hours of internship (Applied Study Term) AST course work consisting of an individualized field experience (EXL 300) or an individual project (EXL 301). Students are encouraged to complete six hours of Applied Study Term. The six hours of AST can be used to fulfill ECCE requirements. After consultation with their CBM AST advisor, students may petition to waive the three hour AST requirement using the student petition form. Waivers to substitute an alternative ECCE course will only be given in exceptional cases.

Prior to the 13-14 catalog, BBA students are strongly encouraged but not required to complete an internship (AST).

What do Internship credits fulfill?

- Engaged Citizenship Common Experience (ECCE): The Internship course can fulfill your ECCE Engagement and/or ECCE Elective requirements.
- General Elective: If you have all of your general education and major requirements completed, but still need additional credits to reach the 120 that is required to graduate, the Internship course can be used as a general elective.

When do I enroll for AST?

You may enroll with the permission of your academic advisor after completing 12 to 16 hours of core courses (300- or 400-level). Most students will be 2nd-semester juniors or seniors while doing an applied study.

What are the requirements of the AST? A proposal for an applied study experience is submitted to the student’s academic advisor (Associate Dean Dyanne Ferk approves this for BBA students). After beginning the AST, the student must submit a detailed Learning Contract, have a site visit, keep a comprehensive journal, attend required AST seminars either on campus (Springfield or Peoria) or online, and write midterm and final self-assessments.

What do I do first? Contact Professor Ferk dferk1@uis.edu and then see the Internship Steps page for the steps to set up your Internship for credit [http://www.uis.edu/ipl/internships/students/internship-steps/]

After discussing the program with AST faculty, you will receive suggestions of possible placements and opportunities to explore. Students also receive assistance with resume preparation and interviewing techniques.

What kinds of placements are available? Varied experiences are available according to student needs and interests. AST experiences have involved students in business, government, community services, environmental enterprises, marketing, development, public relations, historical research, creative arts, and health and personal service occupations.

Can I do AST where I currently work? The AST can be done as part of a temporary employment assignment or with your current employer with a new learning experience that will fulfill specific educational needs and career exploration.

Talk with your work supervisor about the possibility of special projects or assignments. You may be able to complete your internship at your current place of employment if the following are true and your academic advisor approves:

- You currently work in your field of study.
- You are working in a new position, or you will be assigned new duties, projects, etc. that will provide you with a new learning experience.
- You have a work supervisor who is willing to supervise your work for the credit-bearing Internship, participate in a site visit with a UIS faculty member, and fill out an evaluation of you at the end.

How are the work hours scheduled? All experiences must be no less than 8 weeks in length, but the hours worked are determined by a simple formula: each credit = 50 hours “on the clock.” You have to work 50 hours at your internship for every credit that you register for. For example, 3 credits = 150 hours.

Who supervises the AST? Professor Dyanne Ferk will serve as a BBA student’s UIS supervisor of the AST experience. [dferk1@uis.edu]

She will make at least one on-site visit during the learning project to discuss the student’s learning experiences with the student and the field supervisor. Telephone visits are used for online students.