



BUS494 Fieldwork in Business

Fieldwork in Business is the official name for the Internship course. To earn credit for an internship, you must register for Fieldwork and complete all the requirements.

Process:

1. Find an internship opportunity: the first step is to find an internship through Career Resources (CRC), your professional network, opportunities posted by the School of Business, or any other source
2. Explore whether this internship is appropriate for you, will provide you with the experience and skills you need, is a good fit for your schedule, and is with a reputable company or organization.
 - a. If you are not sure if this internship meets these criteria, reach out to your faculty advisor or the Center for Business Advising to get some help.
3. Apply for the internship.
4. Once you have been offered the internship, request from the employer:
 - an official offer letter on company letterhead that describes:
 - the duties and work expectations
 - the duration work expectations
 - supervisor's name and contact information
 - whether or not this position is paid, and if so, how much.

Fieldwork Form and Registration

Complete the Fieldwork Form ([Fieldwork 38-016 11.19.2020.pdf](#)) and answer the questions in section C on a separate sheet. The form must be completed as a PDF, not a jpeg or other file format. Your submission should be professional and well organized.

Submit the offer letter, form, and answers to section C, to the Center for Business Advising at: businessadvising@newpaltz.edu.

Internship/fieldwork proposals must be submitted at least two weeks prior to the start of the semester or start of the internship, to allow time for required changes, and approvals.

We will review your application and get back to you if we have questions or concerns, and once it is approved by the Dean or designee, you will be notified that you can register for the course.

Credits:

You must complete 40 hours of work at your internship per credit hour, therefore, you must do 120 hours at your internship to earn 3 credits.

FAQs

1. Are there circumstances in which my internship would not be approved?

Yes. An internship should be primarily educational in nature. Your on-site supervisor should be providing you with instruction, support, and feedback so that you are learning while doing.

An internship must be professional or paraprofessional in nature and must be connected to business curriculum. Internships that appear clerical in nature, or are simply shadowing a professional, are typically not good experiences and would not be approved.

If your internship description does not meet these criteria, you will be required to either renegotiate the duties or find a different internship. We will help you navigate this situation if it arises.

2. Can I use my part-time job as my internship?

No, that is not the intent of an internship. An internship should be a specially designed learning experience, crafted to develop your professional skills.

3. Can I get paid while doing an internship for credit?

Yes! You can get credit for a paid internship. In fact, unless your internship is predominantly instructional, you should be paid. If you are working for a non-profit, however, most internships are unpaid, and that is appropriate.

4. Does my internship have to be directly related to my major?

Not necessarily. Many students seek to expand their career skills and qualifications by completing internships that are not exactly part of their major but are still within business. If you are interested in an internship that is outside of your specific specialization, please discuss with your faculty advisor or the Dean/Associate Dean.

5. Can I do more than one internship?

Yes! You can get credit for Fieldwork (BUS494) up to three times for three different internships. Just make sure that you have room in your schedule.

6. Does BUS494 have actual course requirements?

Yes! You will write weekly reflection reports, complete a final paper, and request a mid-term and final evaluation from your onsite supervisor, and submit a final survey. If you don't do these things, you will not receive credit.

7. What if I encounter problems at my internship? Who helps me?

Your Fieldwork instructor is the first person to notify if you are having issues or problems. The instructor will help you to determine how to handle the problem. If anything arises on the job that concerns you, notify your instructor immediately.

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