

## College of Business Administration Professional Experience Requirement Policies

The professional experience requirement (PER) is defined as a practical work or training experience of sufficient duration to allow the student to develop an understanding of the basic skills or principles required for an entry-level professional position following graduation and to increase the student's confidence in effectively pursuing his/her professional career. *Since the requirement is intended to enhance a student's job potential, it is highly recommended that the student fulfill this requirement sometime after the sophomore year and that the experience be in the student's major. The PER must be completed before a student registers for BUS 455 or 486.*

A valid experience that will be accepted to fulfill Professional Experience requirement is an internship that **requires** skills and knowledge obtained from College of Business courses. These experiences can be obtained through employment, volunteer activities, or project-based opportunities. Your position should be similar to an entry-level position for a College of Business graduate, tied to your career goal and/or major.

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*Ask yourself...*

1. What advanced skills and knowledge are ESSENTIAL for this position? How will this position enhance my learning in College of Business coursework?
2. What responsibilities of this position required advance coursework at an institution of higher education?
3. What will I learn or experience from this internship position that I haven't had the opportunity to learn or experience yet?

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A professional experience *could* include the following roles:

- Supervision
- Employee Training
- Responsibilities Specific to Major
- Research Opportunities
- Projects Specific to Major
- Business to Business Sales

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Positions that typically will **NOT** be considered a Professional Experience for a College of Business student:

- Telemarketing
- Cashier
- Customer Service Representative
- Bank Teller
- Community Advisor
- Receptionist
- Waiter/Host
- Point of Sale Representative
- Administrative Assistant
- Sales Floor Personnel
- General Laborer

**It is highly recommended that you talk with Jessie Pondell, CC 151, and discuss your PER plans to confirm it is an appropriate experience to complete the requirement. You can contact her at [pondellj@uwosh.edu](mailto:pondellj@uwosh.edu) or 920-424-3032.**

### **Documentation Required:**

1. ***One-page description of professional experience.*** This should include a short description of the organization, your position, your responsibilities, and your supervisor's contact information. Also include your hourly pay rate. Pay rate information will not be directly connected to you or your employer, but will be used for data collecting purposes.
2. ***Letter from job supervisor*** explaining the student's specific work responsibilities and accomplishments, giving examples, and certifying that the professional job activities were administrative and/or supervisory, and not routine or clerical. *This letter must be written on company letterhead, and the original signed document must be submitted.*
3. ***Documentation that at least 100 hours*** of applicable work or volunteer experience were completed. A copy of paycheck stubs or confirmation of the 100 hours in the supervisor's letter meets this requirement.
4. ***Essay from student*** thoughtfully analyzing this work experience in terms of how this job required basic skills or principles needed in an entry-level professional position, and how this experience increased student confidence in effectively pursuing his/her professional career. Provide specific examples of problem-solving and decision-making job activities. The essay must be at least two pages long, word processed in professional format. A poorly written essay will be returned.
5. ***A current copy of your resume, including this Professional Experience.*** It is highly suggested that you make an appointment with an advisor in Career Services (920-424-2181) to work on your resume.

### **Procedure for Fulfilling the Requirement:**

1. The student must submit the application form and required documentation to the College of Business Internship Director (CC151).
2. The Internship Director will determine if the student has met the requirement. If the student does not meet the requirement, they will be notified via campus email of the deficiency. At that time, he/she may add additional documentation (clarification). The student will then resubmit the additional documentation.
3. If the student's PER materials have been approved, the student will be advised via campus email. At this point, the students' responsibility is finished. The student will be automatically registered for Bus 300, fulfilling their graduation requirement.

**College of Business  
Professional Experience Requirement  
Application Form**

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Major(s): \_\_\_\_\_

Student email Address (campus email address): \_\_\_\_\_

*(Note: you will be notified, by email, of the status of your application)*

1. Attach the following materials to this form. Incomplete forms will be returned to the student.
- One-page description of professional experience.** This should include a short description of the organization, your position, your responsibilities, and your supervisor's contact information. Also include your hourly pay rate. Pay rate information will not be directly connected to you or your employer, but will be used for data collecting purposes.
  - Letter from job supervisor** explaining the student's specific work responsibilities and accomplishments, giving examples, and certifying that the professional job activities were administrative and/or supervisory, and not routine or clerical. *This letter must be written on company letterhead, and the original signed document must be submitted.*
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  - A current copy of your resume, including this Professional Experience.** It is highly suggested that you make an appointment with an advisor in Career Services (920-424-2181) to work on your resume.

2. Name of Employer: \_\_\_\_\_

3. Dates of employment/experience: \_\_\_\_\_

4. I verify that the documentation attached to this form is correct and accurate.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Submitted

5. I verify that the student meets the Professional Experience Requirement

\_\_\_\_\_  
College of Business Internship Director's Signature

\_\_\_\_\_  
Date Submitted

The Professional Experience Requirement (PER) is to be completed the semester prior to taking BUS 455 or BUS 486. Your PER must be approved before you will be able to register for 455/486. Please turn in the completed PER application and appropriate documentation to Jessie Pondell, Internship Director, College of Business, Clow Classroom 151. If you have any questions, contact Ms. Pondell at 920-424-3032 or pondellj@uwosh.edu.