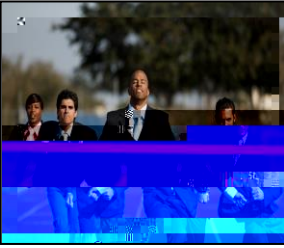## Stay on Track with Applied Business Learning Experience (A.B.L.E.)

1. Successfully complete BUAD 300- and complete all required prerequisites!

2. Seek out & secure an internship: Know the minimum requirements and rules!

Minimum: 10 hours per week, 10 consecutive weeks totaling 100 hours; 80-90% of duties must be related to major; structured work experience, etc. Interning with/for family is prohibited! No retroactive credit, etc!

3. Complete the online application: https://www2.salisbury.edu/able/app/login.asp by the designated deadline!

   A green check indicates your portion is complete.

   Be sure you have entered the correct email address for your site supervisor!

4. An email will be sent to your site supervisor/employer contact requesting they complete their portion. A delay on their part will hinder the process.

   A green check indicates their portion is complete.

   Note: both the student portion and the employer portion must be complete by the deadline!

5. The department chair or assigned designee will review your application.

Pending= under review       Reviewed= has been reviewed but not approved       Denied= not approved

   Check your application status often. Notes are often provided if it hasn't been approved.

6. Once approved, an email will be sent to you with information on the 490 course via Gullnet and will also include details on the first class meeting.

   Must have permission number to enroll in 490/491 course. You register yourself!

7. Enroll in Gullnet: 490, 3-credits

Summer= will generate a bill; may receive an "I" for Summer until grade change is done by 490 instructor in the Fall.