1. Successfully complete BUAD 300- and complete all required prerequisites!
2. Complete online sexual harassment tutorial (during BUAD 300)
   - Submit certificate of completion
   - Attend an ABLE Introduction Workshop-offered during BUAD 300 course
3. Seek out & secure an internship
   - Minimum: 10 hours per week, 10 consecutive weeks totaling 100 hours
   - Interning with family is prohibited!
4. Complete the online application: [https://www2.salisbury.edu/able/app/login.asp](https://www2.salisbury.edu/able/app/login.asp) by the designated deadline!
   a. A green check indicates your portion is complete.
   b. Be sure you have entered the correct email address for your site supervisor!
5. 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. A green check indicates their portion is complete.
6. The department chair or assigned designee will review and ultimately approve your paperwork.
   - Pending= under review
   - Reviewed= has been reviewed but not approved; check the notes!
7. Once approved, an email will be sent to your SU account with information for enrolling in 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
8. Enroll in Gullnet: 490, 3-credits
   - Summer= Summer I (will generate a bill); will receive an “I” for Summer I until grade change is done by 490 instructor in the Fall
   - Keep in mind-hours worked prior to the credit bearing semester will not count towards the 100 ABLE internship requirement
   - Note: a $15 fee will be imposed once you have enrolled in a 490/491 course
9. Complete the online Pre Internship Seminar (in MyClasses)
   - You will need to have enrolled in the 490 course first-via Gullnet
10. Attend 1st class meeting/orientation---and all other class meetings
11. Complete ALL assignments!
12. Communicate with your site supervisor and professor!
13. Have a great Internship experience!

Students are strongly encouraged to complete their internship during their Junior year or during the 1st semester of their Senior year. **Do not wait until the last minute!**

More information is available on the website: [www.salisbury.edu/perdue/studentservices/able/](http://www.salisbury.edu/perdue/studentservices/able/)