



School of Business Internship Application Form

INTERN INFORMATION:

Intern Name	Date of Application	Intern Semester
Address		Phone
	Start and End Dates (xx-xx-xxxx to yy-yy-yyyy)	E-mail Address

Internship Job Title

COMPANY INFORMATION:

Company Name	Internship Supervisor: Name and Title
Address	
Phone	E-mail Address

A Brief Description of Company (Provide the website, if available):

Activities of the Intern and the Outcomes (In the table given below, provide a sketch of the duties that the intern will perform and the expected learning outcomes. It is expected that there should be at least 6 activities and associated outcomes for a 3-credit course; for 6 credits, this should double. Activities and learning outcomes must reflect the level of the course):

<i>I will perform the following activities</i>	<i>I expect to learn the following, from these activities.</i>

Important Notes:

- Undergraduate students must enroll in BA 390 for 3 credits. If 3 more credits are sought, enroll in BA 490 as well.
- There is no designated internship course for graduate students. One of the *Special Topics* courses will be assigned for this purpose, depending upon the topic of internship. The student’s advisor will let the student know the course number and CRN.
- The student **must** enroll in these courses prior to the start of your internship.
- At the end of the internship experience, **the internship supervisor must certify** on the company’s official stationery (or, from the official email ID), indicating that the internship was completed satisfactorily. *Please use the **template** available on the School of Business Internship webpage to prepare the certifying letter.*

The certificate from the internship supervisor, a copy of this internship application form, along with a 300-500 words long **reflective essay** on the internship experience must be submitted to the advisor **at least 5 days before the end of the term** for the student to get the grade. The reflective essay should speak to the job duties and the expected outcomes listed in this form.

The advisor, the department chair, or the dean reserve the right to independently verify the authenticity of the internship experience.

Intern

Date

Internship Supervisor

Date

Faculty Advisor

Date

INTERSHIP APPLICATION IS NOT APPROVED UNTIL ALL SIGNATURES ARE OBTAINED AND the student is registered in all appropriate courses.