

## Internship/Professional Experience Approval & Enrollment Form

Students must be admitted to the School of Business or Economics major, meet prerequisites, and be in good academic standing for their program to be eligible to enroll in a School of Business internship course. Students not meeting this standard may be eligible for transcript recognition by the Career Development Center.

### Student Information:

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Student Level  Undergraduate Student Class \_\_\_\_\_ Expected Graduation: \_\_\_\_\_  
 Graduate  
Major: \_\_\_\_\_ Specialization: \_\_\_\_\_

### Internship Information:

Employer: \_\_\_\_\_ City, State: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Primary work location:  On Site  Remote  
Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_  
Supervisor's E-mail: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Paid  Unpaid  Hourly Wage: \_\_\_\_\_ Refuse to provide  Hours Per Week: \_\_\_\_\_

List of Job Duties  
Related to Major:  
(or submit position  
description)

Explanation of  
how internship  
relates to career  
goals/interests:

### Enrollment Information:

Please indicate which term and course you are seeking enrollment (**Note: Must be synchronous with term of work**):

Term: \_\_\_\_\_ Course: \_\_\_\_\_ Credit Hours: 3 Credit Applied As: \_\_\_\_\_

Undergraduate seeking registration in Graduate course:

Early Entry for MSA program Term Applied: \_\_\_\_\_ If not, need Graduate Student Request Form

By signing this form, I agree that all information reported is accurate and I anticipate working at least 120 hours during the term of enrollment. Any discrepancies could result in denial of my experience for academic credit or no credit awarded. I authorize the School of Business to perform registration changes to my student account and recognize I am responsible for all tuition charges associated with this registration. I understand that this course follows the same withdraw procedures as all other courses at SIUE and if I do not complete my internship, I will still be liable for any tuition charges in accordance to SIUE policy. If approval is received after start of the term, I understand that I will be required to also complete the late registration process in accordance to policy set by the Office of the Registrar.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

GPA: \_\_\_\_\_ Employer Approval: \_\_\_\_\_ Faculty Approval: \_\_\_\_\_