



School of Business: Internship/Professional Experience Approval & Enrollment Form

Student Information:

Name: _____ Student ID: _____ Email Address: _____

Student Level: ☐ Undergraduate ☐ Graduate Student Class: _____ Graduation Term: _____

Major/Specialization: _____ Accelerated Online: ☐ Yes ☐ No Early Entry MSA: ☐ Yes ☐ No

Internship Information:

Company Name: _____ City, State: _____

Title: _____ Start Date: _____ End Date: _____ Hours Per Week: _____

☐ Paid ☐ Unpaid Hourly Wage: _____ ☐ On-Site ☐ Hybrid ☐ Remote

Supervisor Name: _____ Supervisor Email: _____

Supervisor Title: _____ Supervisor Phone: _____

Major-Related
Duties &
Responsibilities (or
Submit Job
Description) _____

Explanation of how
internship relates to
career
goals/interests: _____

Enrollment Information:

Please indicate which term and course you are seeking enrollment **(Internship Must Occur During Semester Enrolled):**
All internship courses are 3 credit hours. **Students will be charged for 3 credit hours. Tuition & Fees apply.**

Semester: _____ Term: _____ Course: _____ Applied to Degree As: _____

Student Acknowledgement:

By checking the boxes below, you acknowledge and agree to the terms and conditions of enrollment in one of the School of Business internship/professional experience courses.

☐ I agree that all information reported is correct, and any changes will be communicated promptly. Any discrepancies could result in denial of my experience, or no credit awarded.

☐ I understand that I must work at least 120 hours during the term of enrollment to complete this course.

☐ I am responsible for communicating the course requirements to my supervisor.

☐ I understand that I will be charged 3 credit hours of tuition and fees for this course.

☐ I am responsible for knowing the deadlines to withdraw and receive a full refund.

☐ **I authorize the School of Business to perform registration changes to my student account and recognize I am responsible for all tuition and fees charged for this course.**

Internship Coordinator Use Only:

GPA: _____ Course Needed: ☐ Yes ☐ No Supervisor Approval: _____

Declared Major: _____ Faculty Approval: _____