



# Internship Application Form

Intern Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Major: \_\_\_\_\_ Credits Completed: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ May I text you? YES NO

E-mail Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

Internship Employer (Company Name) \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Semester Applying: Fall / Spring / Summer Year: \_\_\_\_\_ Credit Hrs \_\_\_\_\_

Credit hours should be chosen with Adviser. International Students required to have 1-3 hours

Expectations and Goals for an Internship Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### I agree to:

1. Work a minimum of 100 clock hours for each semester credit with a maximum of three credits. It is recommended that the intern work a minimum of 15 hours per week.
2. Act in a professional manner, maintain confidentiality, be open to suggestions for improving my work, and comply with the rules, policies, and regulations of the employer.
3. Maintain records of employment, job duties, and hours.
4. Submit by the due date a written paper and employer evaluations as specified by the professor.

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

### Office use only\*\*\*\*\*

- |  |  |
|--|--|
| <input type="checkbox"/> BMKT 326                  | <input type="checkbox"/> Build                               |
| <input type="checkbox"/> BUAD 201                  | <input type="checkbox"/> Register                            |
| <input type="checkbox"/> FNCE 315                  | <input type="checkbox"/> eClass confirmation                 |
| <input type="checkbox"/> MGNT 334                  | <input type="checkbox"/> Paper                               |
| <input type="checkbox"/> Student Application       | <input type="checkbox"/> Evaluation <input type="checkbox"/> |
| <input type="checkbox"/> Employer Information Form | <input type="checkbox"/> Scanned                             |
| <input type="checkbox"/> Job Description           | <input type="checkbox"/> Filed                               |