

Internship Eligibility and Approval Form

(last updated 1/27/12)



Student Information (top section should be filled out by student and returned to BAB 102)

Application for (circle one): Fall Spring Summer Year _____

Date: _____

Name: _____ Student A#: _____

Program (circle one): **BSBA** Major: _____ **MBA** **MACC** **MSIS**

Contact Phone Number: _____ Email: _____

Academic Advisor Evaluation (to be filled out by Business Advisor in Room 102, BAB)

Credit Hours Completed at UAH: _____ (Min.:15) Credit Hours beyond Principles: _____ (Min.: 6)
Overall GPA: _____ (Minimum: 2.75) GPA in UAH Business Courses: _____ (Minimum: 2.75)

Eligible
 Not Eligible REASON: _____

Signed: _____ Date: _____

STEP 1: Inform student of eligibility.

STEP 2: File this form in internship folder until student is offered an internship position and returns.

STEP 3: When student returns with offer letter, internship description, and supervisor contact information, make a copy, attach to this form and send to appropriate department chair for final approval.

NOTE: If internship was not posted in ChargerPath, the documents must be sent to SSC (Katie Thurston) for approval and verification before being sent to the Department Chair.

Internship was posted through ChargerPath. SSC has approved the internship.

STEP 4: When department chair returns form, contact student with decision. If approved, register for appropriate course and provide internship syllabus, detailing what deliverables are required of the student.

STEP 5: Send copy of all documents to SSC (Tracey Randall).

Departmental Chair Approval Dr. Cynthia Gramm-MGT/MKT/IS/MS C Dr. Al Wilhite, ACC/FIN/ECN

Job Description received Supervisor Contact Information received Offer Letter received

Internship APPROVED
 Internship Disapproved REASON: _____

Signed: _____ Date: _____

STEP 1: Keep Job Description, Offer Letter and Supervisor Contact Info

STEP 2: Return this form to Advising in BAB 102