Internship Eligibility and Approval Form
(last updated 4/15/14)

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

Application for (circle one): Fall   Spring   Summer           Year ____________
Date: ___________________ Was you internship posted through UAH’s ChargerPath website?   YES   NO
Name: ____________________________________  Student A#:  ________________________
Program (circle one):     BSBA  Major: ________________________ MBA  MAcc  MSIS
Internship course requested (circle one):    ACC  FIN  IS  MGT  MKT  MSC
Internship Level:     ☐ 495(undergraduate)    ☐ 595 (graduate)
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 (Kellee Crawford).

Departmental Chair Approval  Dr. Cynthia Gramm-MGT/MKT/IS/MSC     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