Internship Eligibility and Approval Form

Submit all paperwork prior to the start of the semester. Please allow 8-10 business days for processing and approval.

Student Information (to be completed by student and returned to BAB 102)

Application for: Fall  ☐  Spring  ☐  Summer  ☐  Year __________

Dates of Internship: ________________  Was your internship posted online in Handshake? ______

Name: ____________________________  Student A#: ______________

Program:  BSBA  BS-ECA  MBA  MAcc  MSIS  MSM-HRM  MS-BA  MS-CBS  MS-SCM

Internship course prefix:  ACC  FIN  IS  MGT  MKT  MSC

Internship Level:  ☐  495 (undergraduate)  ☐  595 (graduate)

Academic Advisor Evaluation (to be completed by Business Advisor in BAB 102)

Hours Completed at UAH: _____ (Min.:15)  Hours beyond Intro Course: _____ (Min.: 6)
Overall UAH GPA: _____ (Min.: 2.75)  UAH Business Courses GPA: _____ (Min.: 2.75)

☐ Eligible  ☐ Not Eligible  REASON: _________________________________

Signed: ____________________________ Date: __________________

STEP 1: Inform student of eligibility.
STEP 2: Email this form, offer letter, internship description, and supervisor contact information to appropriate department chair for approval.
STEP 3: When department chair returns form, contact student with decision. If approved, register student for appropriate course.
STEP 4: Add student and internship information to Google Internship file.

Departmental Chair Approval (to be completed by Department Chair)

Dr. Xuejing Xing, ACC/ECN/FIN  (xuejing.xing@uah.edu)
Dr. Yeqing Bao, MGT/MKT  (yeqing.bao@uah.edu)
Dr. Wai Mok, IS/MSC  (wai.mok@uah.edu)

☐ Internship APPROVED  ☐ Internship Disapproved  REASON: _________________________________

Signed: ____________________________ Date: __________________

STEP 1: Send required deliverables to student.
STEP 2: Return this form with other documents to Advising in BAB 102 or undergradbusiness@uah.edu.