



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 ChargerPath/Handshake? _____

Name: _____ Student A#: _____

Program: **BSBA BS-ECA MBA MAcc MSIS MSM-HRM MSMS-BA MS-CBS MS-SCLM**

Internship course requested: **ACC FIN IS MGT MKT MSC**

Internship Level: 495 (undergraduate) 595 (graduate)

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

Credit Hours Completed at UAH: _____ (Min.:15) Credit Hours beyond Principles: _____ (Min.: 6)

Overall UAH GPA: _____ (Min.: 2.75) GPA in UAH Business Courses: _____ (Min.: 2.75)

Eligible

Not Eligible REASON: _____

Signed: _____ Date: _____

STEP 1: Inform student of eligibility.

STEP 2: Send 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 for appropriate course.

STEP 4: Add student and internship information to Google Internship file.

Departmental Chair Approval (to be completed by Department Chair)

Dr. Xuexing Xing, ACC/ECN/FIN- BAB 333E

Dr. Fan Tseng, MGT/MKT/IS/MS- BAB 355

Job Description received Supervisor Contact Information received Offer Letter received

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.