

Student Information

Student Name: _____ Dragon ID: _____

Course Requested: ____ ACCT 469 ____ BUS 469 ____ FINC 469 ____ MGMT 469 ____ MKTG 469

Academic credits expected: _____ Dates of Internship: Begin _____ End _____

Please attach a Resume and a Current Academic Record (located under Grades & Transcripts in e-services)

Duties to be completed during the internship:

1. The student intern will maintain a typed daily journal which will include a description of activities and insights gained. Please record hours worked each day as part of the journal entry.
2. The student will write a paper at the conclusion of the internship describing the overall experience. Further instructions about the content and format of this paper will be provided.

Student signature: _____ Date: _____

Organization Information

Organization Name: _____

Supervisor Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Do you prefer: written correspondence *or* e-mail correspondence
(please circle one)

Compensation: _____ Hours per week _____

Please attach a written internship position description on company letterhead.

Duties to be completed during the internship:

1. The intern supervisor will submit an evaluation form* at midterm.
2. The intern supervisor will submit a final evaluation form* at the end of the internship.
*Forms for midterm and final evaluations will be provided by the internship coordinator.

Signature of Intern Supervisor: _____ Date: _____

Office Use Only

____ Resume ____ Transcript ____ Job Description ____ Override Processed ____ Registered

Internship Coordinator Signature: _____ Hello to Employer: _____

Welcome: _____ Mid-Eval : _____ Final Eval: _____ Final Paper: _____