The College of Management encourages all students to participate in work-experience opportunities prior to graduation. The College does not, however, consider work experience a substitute for academic coursework. As many prospective employers require that students receive academic credit in order to qualify for internship assignments, this policy is enacted to enable College of Management students to participate in career-related internships without compromising academic standards.

Students in the College of Management who have identified an internship opportunity with an organization that requires academic credit should apply for enrollment in BUS 495S: Management Internship Experience for the semester of the planned internship. BUS 495S is a one-hour CR-only (satisfactory/unsatisfactory) course offering. Students will not receive a letter grade for the course and it will not impact the student’s GPA. Credit for BUS 495S will be applied to the “non-degree/additional course” section of the degree audit: BUS 495S does not apply toward degree requirements. Approval by the Associate Dean of Undergraduate Programs or designee is required for enrollment.

Approval:

___________________________________ 3/27/07
K. Shannon Davis    Date
Associate Dean, Undergraduate Programs
APPLICATION FOR ENROLLMENT
BUS 495S: MANAGEMENT INTERNSHIP EXPERIENCE

Complete the application form and return to the Office of Undergraduate Programs, Nelson Hall 2100B.

Name: _________________________________________________________  Student ID # ___________________

Last                           First                     M.I.

Major: ________________________________  Concentration: __________________________________________

Phone: ____________________________________ Email:  ___________________ _______________________

Total hours completed (include courses currently in progress): ______  Cumulative GPA: _____  Major GPA: _____

Semester requesting enrollment in BUS 495S: ___________________________________

ABOUT THE PLANNED INTERNSHIP

Company:

Name: ____________________________________  Location: ____________________________________

Organizational unit/department: _____________________________________________________________

Supervisor:

Name: _______________________________________  Title:  ____________________________________

Phone: __________________________________  Email:  ________________________________________

Period of Employment:

Beginning: ______________________________   Ending:  ________________________________________

Anticipated number of hours per week:  _______________________________________________________

Compensation:                     (check one)

Unpaid internship _______
Paid internship _______  Rate, if paid: ____________________

Major tasks/responsibilities: (please list)  ____________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

By applying for this course, I authorize the College of Management to verify all information provided.

____________________________________________________________________________________ _____________________

Student signature            Date

DEAN APPROVAL: ___________________________________________________      __________________

Date