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: Send copy of all documents to Office of Career Services (Sumer Swaim).

Departmental Chair Approval (to be completed by Department Chair)

Dr. Al Wilhite, ACC/ECN/Fin- BAB 333E  Dr. Fan Tseng, MGT/MKT/IS/MSC- 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.