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. 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.