

# Internship Eligibility and Approval Form

(last updated 5/11/15)



## Student Information (top section should be filled out by student and returned to BAB 102)

Application for (mark one): Fall Spring Summer Year \_\_\_\_\_

Dates of Internship: \_\_\_\_\_ Was your internship posted through UAH's ChargerPath website? YES NO

Name: \_\_\_\_\_ Student A#: \_\_\_\_\_

Program (mark one): **BSBA** Major: \_\_\_\_\_ **MBA** **MAcc** **MSIS**

Internship course requested (mark one): **ACC** **FIN** **IS** **MGT** **MKT** **MSC**

Internship Level:  495(undergraduate)  595 (graduate)

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Academic Advisor Evaluation (to be filled out by Business Advisor in Room 102, BAB)

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

Overall GPA: \_\_\_\_\_ (Minimum: 2.75) GPA in UAH Business Courses: \_\_\_\_\_ (Minimum: 2.75)

Eligible

Not Eligible REASON: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

STEP 1: Inform student of eligibility.

STEP 2: File this form in internship folder until student is offered an internship position and returns.

STEP 3: When student returns with  offer letter,  internship description, and  supervisor contact information, make a copy, attach to this form and send to appropriate department chair for final approval.

Internship was posted through ChargerPath.

STEP 4: When department chair returns form, contact student with decision. If approved, register for appropriate course and provide internship syllabus, detailing what deliverables are required of the student.

STEP 5: Send copy of all documents to SSC (Kellee Crawford).

**Departmental Chair Approval** Dr. Fan Tseng-MGT/MKT/IS/MS

Dr. Al Wilhite, ACC/FIN/ECN

Job Description received  Supervisor Contact Information received  Offer Letter received

Internship APPROVED

Internship Disapproved REASON: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

STEP 1: Keep Job Description, Offer Letter and Supervisor Contact Info

STEP 2: Return this form to Advising in BAB 102