

## CREDIT-BEARING INTERNSHIP FORM

<b>Name:</b>	<b>Student ID #:</b>	<b>Date:</b>
<b>Email:</b>	<b>Phone:</b>	

<b>Academic Qualification:</b> Met with an Academic Advisor in Graduate Academic Advising & Engagement: <b>Yes:</b> <input type="checkbox"/> <b>No:</b> <input type="checkbox"/>		
Overall GPA:	Program specific GPA:(MSA/MSF) for Internship:	
Degree Program(s):	If an MBA, what Concentration(s)?	<i>For MBA only-</i> Internship requested to count as: Concentration Elective: <input type="checkbox"/> Unrestricted Elective: <input type="checkbox"/>
Are you a Grad Assistant? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Are you currently an undergraduate student in the Falcon Fast Track Program? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Are you a U.S. Citizen? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	International Students: Have you studied in the United States for at least two term semesters? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Prior graduate field-based learning experience (internships/GBEs/field-based directed studies):		
Meets all required coursework in the discipline: Yes: <input type="checkbox"/> No: <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	Meets program and course requirements for requested internship: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Academic Advisor Signature: _____ Date: _____		

<b>Internship Selection:</b>		
Check the internship course for which you are applying. You must meet with the Faculty Internship Coordinator for that course.		
<b>3-credit courses</b>	<b>1-credit courses</b>	<b>Internship Coordinators</b>
<input type="checkbox"/> AC701	<input type="checkbox"/> AC590	Scott Boss, Adamian 267
<input type="checkbox"/> CS701 (MBA students)	<input type="checkbox"/> CS590	Lincoln Matra, Smith 106
<input type="checkbox"/> CS881 (MSIT & MSMBA students)		Lincoln Matra, Smith 106
<input type="checkbox"/> EC701		Jeff Livingston, Adamian 193
<input type="checkbox"/> ES701		Fred Tuffile, Adamian 286
<input type="checkbox"/> ETH701		Jeffrey Moriarty, Adamian 115
<input type="checkbox"/> FI701	<input type="checkbox"/> FI590	Claude Cicchetti, Morison 121
<input type="checkbox"/> FP781	<input type="checkbox"/> FP590	Tim Tierney, Morison 272
<input type="checkbox"/> IPM701	<input type="checkbox"/> IPM590	Lincoln Matra, Smith 106
<input type="checkbox"/> HF790	<input type="checkbox"/> HF590	William Gribbons, Morison 294
<input type="checkbox"/> MG701	<input type="checkbox"/> MG590	Fred Tuffile, Adamian 286
<input type="checkbox"/> MK701	<input type="checkbox"/> MK590	Erin Flynn, Morison 237
<input type="checkbox"/> ST701	<input type="checkbox"/> ST590	Piaomu Liu, Morison 393
<input type="checkbox"/> TX781	<input type="checkbox"/> TX590	Tim Tierney, Morison 272

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<b>To be completed by student and reviewed by Internship Coordinator</b>	
Internship position secured at what organization:	Position Title:
Start Date*:	End Date*:
Work Supervisor (if available):	Approved Internship Course (e.g. MK701):
Faculty Supervisor:	Semester:                      Year:
Faculty, please initial to indicate that you have reviewed previous internship job descriptions and verified that the current internship is sufficiently different, if applicable.	<b>Faculty, initial here:</b>
<b>Faculty Internship Coordinator Signature</b>	<b>Date</b>

\*All internships must start and end within the term of registration (fall, spring or summer semester).

I have met academic requirements for internships, reviewed the policies governing internships, and have met with an internship coordinator regarding course expectations. I also understand the expectations for combining professional practice and academic study in proportions that meet the goals of the requested internship course.	
<b>Student Signature</b>	<b>Date</b>

***Internship Coordinator, please return application to:***

Alina Chircu, MOR 305  
Associate Dean of Business  
for Graduate Programs

***Once this application is approved by the Associate Dean, the original will be sent to the Registrar's Office and you will be registered for the internship course. Scanned copies of this application will be emailed to the Internship Coordinator and, for international students, to the CISS Office. International students should complete a CPT application and bring it to the CISS Office once you are officially registered in the internship course (the course will be listed in your MyBentley account).***

<b>Associate Dean Signature</b>	<b>Date</b>
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