

# For Student & Academic Advisor

## Internship for Credit Form



Name:	Bentley ID:
Email:	Phone:
	Date:

### Academic Qualification

Met with an Academic Advising Advisor in Graduate Academic Advising & Engagement:  Yes  No

<b>Overall GPA:</b>	<b>Meets program and course requirement for request internship:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Degree Program(s):</b>	<b>List your Major or Concentration</b>	<b>Internship requested to count as:</b> <input type="checkbox"/> Major/Concentration Elective <input type="checkbox"/> Unrestrictive Elective
<b>Will you have additional employment while interning? *</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Are you a U.S. Citizen or Permanent Resident?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>International Students: Have you studies in the U.S. for at least two term semesters? **</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Prior graduate field-based experience (internship/GBEs/field-based directed studies):</b>		
<b>Academic Advisor Notes:</b>	<b>Academic Advisor Notes Signature/Date:</b>	

\* Graduate assistants must obtain permission from the Director of GAAE to register for an internship course

\*\* International students are required to meet with CISS to review immigration requirements.

### Internship Selection

Check the internship course for which you are applying. You must meet with the Faculty Internship Coordinator for that course.

3-credit courses	1-credit courses	Internship Coordinator
<input type="checkbox"/> AC 701	<input type="checkbox"/> AC590	Scott Boss
<input type="checkbox"/> CS 701 (MBA students)	<input type="checkbox"/> CS 590	Lincoln Matra
<input type="checkbox"/> CS 881		Lincoln Matra
<input type="checkbox"/> EC 701		Sacha Gelfer
<input type="checkbox"/> ETH 701		Jeffrey Moriarty
<input type="checkbox"/> FI 701	<input type="checkbox"/> FI 590	Claude Cicchetti
<input type="checkbox"/> IPM 701	<input type="checkbox"/> IPM 590	Lincoln Matra
<input type="checkbox"/> HF 790	<input type="checkbox"/> HF 590	Janelle Estes
<input type="checkbox"/> MG 701	<input type="checkbox"/> MG 590	Christopher King
<input type="checkbox"/> MK 701	<input type="checkbox"/> MK 590	Isaura Beltre
<input type="checkbox"/> ST 701	<input type="checkbox"/> ST 590	Mengyan Li
<input type="checkbox"/> TX 781	<input type="checkbox"/> TX 590	Scott Boss

# For Student & Faculty Internship Coordinator

## Internship for Credit Form



Student name:

Bentley ID:

### To be completed by student and reviewed by Internship Coordinator

Internship position secured at what organization:		Position Title:	Location (City, State):
Start Date*:	End Date*:	Format: <input type="checkbox"/> Remote <input type="checkbox"/> In-person <input type="checkbox"/> Hybrid	
Work Supervisor (if available):		Approved Internship Course (e.g. MK 701):	
Faculty Supervisor:	Semester:	Year:	
Prior graduate field-based experience (internship/GBEs/field-based directed studies):			
Faculty Internship Coordinator Signature:		Academic Advisor Notes Signature/Date:	

\* 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.

Student Signature

Date:

Once this application is approved by Faculty Internship Coordinator, the original will be sent to the Registrar's Office and you will be registered for the internship course. International students studying on F-1 visas must also obtain Curricular Practical Training (CPT) authorization from the Center for International Students & Scholars (CISS) prior to beginning an internship. Please visit [bentley.edu/ciss](http://bentley.edu/ciss) for more information