**GRADUATE CREDIT-BEARING INTERNSHIP FORM**

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

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| 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 Coordinators** |
| AC701 | AC590 | Scott Boss, Adamian 267 |
| CS701 (MBA students) | CS590 | Lincoln Matra, Smith 106 |
| CS881 (MSIT & MSMBA students) |  | Lincoln Matra, Smith 106 |
| EC701 |  | Jeff Livingston, Adamian 193 |
| ES701 |  | Fred Tuffile, Adamian 286 |
| ETH701 |  | Jeffrey Moriarty, Adamian 115 |
| FI701 | FI590 | Claude Cicchetti, Morison 121 |
| FP781 | FP590 | Tim Tierney, Morison 272 |
| IPM701 | IPM590 | Lincoln Matra, Smith 106 |
| HF790 | HF590 | William Gribbons, Morison 294 |
| MG701 | MG590 | Fred Tuffile, Adamian 286 |
| MK701 | MK590 | James F Pouliopoulos, Morison 296 |
| ST701 | ST590 | Piaomu Liu, Morison 393 |
| TX781 | TX590 | Tim Tierney, Morison 272 |

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| **Student Name:** | **Student ID #:** |

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| **To be completed by student and reviewed by Internship Coordinator** | | |
| 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: Select from dropdown 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. | | **Faculty, initial here**: |
| **Faculty Internship Coordinator Signature** | | **Date** |

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

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| 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** |

***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).***

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| **Associate Dean Signature** | **Date** |