

GRADUATE CREDIT-BEARING INTERNSHIP FORM

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|--------|---------------|-------|
| Name: | Student ID #: | Date: |
| Email: | Phone: | |

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

** Students in the ASF program requesting an internship do not need to meet with an academic advisor and should go directly to the internship coordinator.*

| | | |
|---|---|--|
| Overall GPA: | Meets program and course requirements for requested internship: Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |
| Degree Program(s): | If an MBA, what Concentration(s)? | For MBA only- Internship requested to count as: Concentration Elective: <input type="checkbox"/> Unrestrictive Elective: <input type="checkbox"/> |
| Will you have additional employment while interning?* Yes: <input type="checkbox"/> No: <input type="checkbox"/> | Are you a U.S. Citizen or Permanent Resident? 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): | | |
| Academic Advisor Notes: | | |
| Academic Advisor Signature/Date: | | |

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 |
|---|---------------------------------|-------------------------------|
| <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 | | Lincoln Matra, Smith 106 |
| <input type="checkbox"/> EC701 | | Sacha Gelfer, Adamian 167 |
| <input type="checkbox"/> ETH701 | | Jeffrey Moriarty, Adamian 115 |
| <input type="checkbox"/> FI701 | <input type="checkbox"/> FI590 | Claude Cicchetti, Morison 121 |
| <input type="checkbox"/> IPM701 | <input type="checkbox"/> IPM590 | Lincoln Matra, Smith 106 |
| <input type="checkbox"/> HF790 | <input type="checkbox"/> HF590 | Janelle Estes, Morison 291 |
| <input type="checkbox"/> MG701 | <input type="checkbox"/> MG590 | Christopher King, Adamian 286 |
| <input type="checkbox"/> MK701 | <input type="checkbox"/> MK590 | Isaura Beltre, Morison 252 |
| <input type="checkbox"/> ST701 | <input type="checkbox"/> ST590 | Mengyan Li |
| <input type="checkbox"/> TX781 | <input type="checkbox"/> TX590 | Scott Boss, Adamian 267 |

* Graduate assistants must obtain permission from the Director of Graduate Academic Advising & Engagement to register for an internship course.

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

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| | |
|---------------|---------------|
| Student Name: | Student ID #: |
|---------------|---------------|

| To be completed by student and reviewed by Internship Coordinator | | |
|--|------------|--|
| Internship position secured at what organization: | | Position Title: |
| Start Date*: | End Date*: | Location of Internship (City, State) |
| 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. | | Faculty, initial here: |
| Faculty Internship Coordinator Notes: | | |
| 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 |

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 for more information