

GRADUATE CREDIT-BEARING INTERNSHIP FORM

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

Academic Qualification: Met with an Academic Advisor in Graduate Academic Advising & Engagement: Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
<i>* 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.</i>		
Overall GPA:	Meets program and course requirements for requested internship: Yes: No:	
Degree Program(s):	If an MBA, what Concentration(s)?	<i>For MBA only-</i> Internship requested to count as: Concentration Elective: <input type="checkbox"/> Unrestrictive Elective: <input type="checkbox"/>
Will you have additional employment while interning?*	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:
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)	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	William Gribbons, Morison 294
<input type="checkbox"/> MG701	<input type="checkbox"/> MG590	Michael O'Halloran, Adamian 311
<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

* 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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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:	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).

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