

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"/>		
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)?	<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: <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
AC701	AC590	Scott Boss, Adamian 267
CS701 (MBA students)	CS590	Lincoln Matra, Smith 106
EC701		Sacha Gelfer, Adamian 167
ES701		Eugene Buff, 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	Eugene Buff, Adamian 286
MK701	MK590	Erin Flynn, Morison 237
ST701	ST590	Piaomu Liu, Morison 393
TX781	TX590	Tim Tierney, Morison 272

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

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

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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:	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