

****For Internal Use Only****

Earning an internship in your field is one of the best ways to prepare for your profession that affords you an opportunity to apply knowledge and skills learned in the classroom within your intended career environment of business. The College of Business strongly encourages and supports your experience for college credit.

The procedure below details the steps necessary for you to register for the class and earn credit while attending the College of Business. To **REGISTER** for the internship class, follow the steps below.

1 • **Intern:** Secures an internship placement location.

2 • **Intern:** Request ALL *Internship Application Forms* – “*Application and Approval*”, and “*Verification*” – from the office of Experiential Learning & Career Engagement (ELCE); these may also be obtained, along with the course syllabus, at the first internship meeting.

3 • **Intern:** Forward *Verification* form to internship **Manager**. Complete the *Application and Approval* form and return to Director of office of ELCE no later than September 1 of (Fall Semester), or February 1 of (Spring Semester).

4 • **Manager:** Complete verification form, attaches job description and confirms by signing.

5 • **Manager:** Return completed and signed *Verification* documents to intern.

6 • **Intern/Manager:** Forward all (remaining) completed application forms and documents to office of ELCE.

Director
ELCE

7 _____ • **Director of office of ELCE:** Review with "faculty of record" then forward approved application documents to Chair of respective department for approval.

8 • **Chair of Department:** Review and finalize approval.

Dept. Chair
Initials

9 _____ • **Chair of Department:** Once approved, Chair of Department waves the “hold” on registration for student to complete course registration.
• **Chair of Department** returns documentation to Director of ELCE

10 Register for Class