

Please attach your internship description before seeking faculty signatures. All areas must be completed for the application to be processed.

Business Internship Approval Form

College of Business Administration-University of Missouri – Saint Louis

Print (or circle where requested) ALL information below. PLEASE ATTACH THE INTERNSHIP DESCRIPTION

Student Name: _____ Phone Number: _____

Student Number: _____ E-Mail: _____

Concentration: Circle One MGT IST IB MKT FIN SCA BUS

Status: Circle One UNDERGRADUATE GRADUATE

Interns Semester: Circle One: Fall Spring Summer Intercession Year _____

Expected Graduation: _____ CoBA GPA _____ Campus GPA _____ GPA Verified _____

FACULTY SPONSOR: _____

NAME OF COMPANY: _____

Address of Company: _____

How did you learn about the internship? _____

ON SITE SUPERVISOR: _____ Phone Number () _____ E-Mail _____

Expected hours per week to be worked as part of internship: _____

****Please attach to this form a typed description of the planned work experiences that will benefit your long-term professional development. A written report detailing actual experiences will be required at the end of the semester.**

ALL SIGNATURES BELOW MUST BE COMPLETED BEFORE ENROLLMENT FOR INTERNSHIP CREDIT

Credit Hours (not to exceed 3): _____ Total number of credit hours for semester _____

Generally academic internship credit will not be granted for work connected to a student's current position as an employee of an organization.

Compensation (circle): Not Paid Paid If paid, amount: _____

Grade Basis (circle): Letter Grade Satisfactory/Unsatisfactory*

Acceptable towards minimum Emphasis Area requirements (circle): Yes No

***NOTE:** Satisfactory/Unsatisfactory is not an option if course is acceptable towards minimum emphasis area requirements; graduate students **cannot** be graded on a Sat/Unsat basis.

Faculty Sponsor Signature _____ Date _____

UMSL Department Chair _____ Date _____

Student Signature _____ Date _____

UMSL CoBA Internship Coordinator _____ Date _____

Completed form must be submitted to Office of Undergraduate or Graduate Academic Advising for formal registration in this "special consent" course.

Circle Course & Number: FIN 3590 6591 IB 3290 5290 SCA 3390 5334 MGT 3690 5690

OTHER: _____ MKT 3790 5790 IST 3890 5890 BUS 3090

Academic Advisor's Signature: _____ Date Enrolled _____

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GUIDELINES FOR UNDERGRADUATE ACADEMIC INTERNSHIPS UM-ST. LOUIS COLLEGE OF BUSINESS ADMINISTRATION

Internships take many forms and may be set up in many ways. This document presents general guidelines for academic internships at the UM-St. Louis College of Business Administration.

An *academic internship* is a temporary work experience in the student's discipline that contains sufficient academic content and rigor to merit the granting of academic credit. It is supervised both by a sponsoring faculty member in the discipline, and by an onsite representative of the employing firm. The student must pay tuition and fees for the number of hours for which he/she expects to receive academic credit. The internship may or may not entail compensation for the student from the host organization. Such compensation may take several forms, including stipends or scholarships for tuition and fees.

1. An academic internship requires participation of a sponsoring CoBA faculty member who agrees to oversee the student's activities, maintain contact with the employer, and assign a final grade at the end of the semester in which the internship occurs. This grade may be based on a combination of factors, including, but not limited to, the student's performance as an intern, preparation of a paper detailing his/her experiences and linking them to coursework, and an evaluation of his/her experiences.
2. Sponsoring faculty members will generally be full-time faculty; exceptions require written permission of the Area Coordinator.
3. Prior to enrollment in the course, an course form will be completed and signed by the student, sponsoring faculty member, area coordinator, internship coordinator and an academic advisor.
4. The amount and timing of any compensation and the work schedules for the participating student should be specified prior to the commencement of the internship arrangement.
5. The number of credit hours granted for a given internship experience may range from 1 to 3 and is to be determined by the sponsoring faculty member. A minimum of **50 hours must be worked for each credit hour awarded-maximum of 3 credit hours**.
6. Total domestic internship credit applied toward the minimum 120 credit hour graduation requirement is limited to 3 hours. (I.e., additional academic internship hours will increase the minimum graduation requirement.)
7. Each Area shall determine whether academic internship credit hours may be counted toward completion of its emphasis area requirements.
8. At the end of the semester, the participating student will provide to the sponsoring faculty member an evaluation of the student's internship experience. The student's on-site supervisor will also provide an evaluation. The Internship Coordinator will provide the evaluations to the student and supervisor.
9. *Undergraduate internships have **minimum** prerequisites of a campus GPA of 2.0, and CoBA GPA of 2.5. Student must also have completed or be currently enrolled in at least 6 hours of electives in the emphasis area.*