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: ___________________________

Emphasis: Circle One BUS AD ENT FINANCE INTL BUS INFSYS MGMT MKTG SCMA OTHER
Status: Circle Answer(s) UNDERGRADUATE GRADUATE INT’L STUDENT (F-1)
Intern 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.

International Students: CPT Application Submitted ___________________________ Date ___________________________
Upon enrollment, students must submit CPT Applications for approval to the International Student Advisor at the Office of International Student & Scholars / UMSL Global.

Circle Course & Number: BUS AD 3090 3990 FINANCE 3590 6591 INFSYS 3890 5890 INTL BUS 3290 5290

OTHER: MGMT 3690 5690 MKTG 3790 5790 SCMA 3390 5334

Academic Advisor’s Signature: ___________________________ Date Enrolled ___________________________

REVISED 8/8/2022
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, a course form will be completed and signed by the student, sponsoring faculty member area coordinator, internship coordinator, and an academic advisor.

4. INTERNATIONAL STUDENT REQUIREMENTS: F-1 international students who qualify for internship credit for a U.S. job are MANDATED to complete and submit a completed application for Curricular Practical Training (CPT) and to submit this application to UMSL Global for review in advance of your internship.

No work can be performed paid or unpaid without first obtaining a CPT-approved I-20 from UMSL Global.

For questions or concerns regarding CPT, please contact Lenka Garimella in UMSL Global at lenka.garimella@umsl.edu.

If you are a J-1 international student and wish to work off-campus, please consult James Webb from UMSL Global at webbjj@umsl.edu to learn more about your eligibility to use Academic Training.

5. 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.

6. 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.

7. 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.)

8. Each Area shall determine whether academic internship credit hours may be counted toward completion of its emphasis area requirements.

9. 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.

10. 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.

REVISED 8/8/2022