

Internship Registration Checklist for BUS 290 and 291

1. Proof of an internship (form completed below) YES or NO
2. Completion of a minimum of 15 credits in the field of study YES or NO
3. Minimum GPA 2.5 YES or NO

Students must have all "YES" answers or they will need to meet with Charles Loomis

- For every credit a student enrolls in, they must complete 30 internship hours.
Example: 3 credits equal 90 internship hours.

Internship Information

Date: _____ Quarter: ___Summer ___Fall ___Winter ___Spring Year 20_____

Student Information

Student's Last Name	Student's First Name	
Student Identification Number	Program of Study	
Title of Internship Position & Department	Name of Internship Company	
BUS 291 Credits	Internship Hours	
Student's Home Address		
City (____)_____	State (____)_____	Zip _____
Phone _____	Fax _____	Email _____

Internship Learning Site

Supervisor's Last Name	Supervisor's First name	
Supervisor's Title	Secondary Supervisor's Name	
Company Name		
Company Address		
City (____)_____	State (____)_____	Zip _____
Phone _____	Fax _____	Email _____

Type of Internship:

___ Paid ___ Unpaid \$ ___ Salary Start Date _____ End Date _____

This form must be filled out completely to receive registration codes