

University of South Alabama / Mitchell College of Business Internship Application Page 1

Brief Intern's Requirements:

- Submit the Internship Agreement to faculty supervisor prior to the beginning of the internship;
- Register for ACC/ECO/FIN/MGT/MKT/SCL 496;
- Work a minimum of 112.5 hours during the semester to receive three credit hours;
- Schedule a conference with the faculty supervisor at the midpoint of the Internship;
- Submit logs, internship paper, and portfolio (if applicable) according to the internship guidelines.

TO BE COMPLETED BY INTERN

Student's Name: _____

Student's J#: _____

Student's Jagmail: _____

Sponsoring Org/Company: _____

Contact Person: _____

Contact's Phone #: _____

Contact Person's Email: _____

Contact Person's Email: _____

Dates of Internship _____ through _____

1. General Goals for Internship (to be completed by student):

2. Specific Objectives for Internship (to be completed by student):

3. Plan for Accomplishing Objectives (jointly completed by student and sponsor):

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**TO BE COMPLETED BY THE SUPERVISOR OF THE SPONSORING
ORGANIZATION**

Sponsor's Requirements:

- Provide an orientation of the industry, organization, and department (where applicable) to the student;
- Be available to the student intern for guidance and direction;
- Assign entry-level business assignments (no more than 20% of the internship should be clerical in nature);
- Keep the Faculty Supervisor informed of any issues or concerns that arise during the course of the internship;
- Complete mid-term and final evaluations. (The mid-term and final evaluation forms will be provided to you by the student)

Evaluative Criteria (Briefly describe how the intern will be evaluated.)

Student (signature)

Date

Supervisor at Sponsoring Organization (signature)

Date

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Name _____ J Number _____

Telephone _____ Jagmail _____

Major _____ GPA (min 2.0) _____

Semester for Internship _____ Class Rank _____ Junior _____ Senior _____

The internship (3 hour) credit is to be used as (check one below):

MGT 496 _____ MKT 496 _____ ACC 496 _____ ECO/FIN 496 _____ SCL 496 _____

Faculty Supervisor _____

Company/Organization Name: _____

Company's website: _____

Company Address: _____

Supervisor/Contact Person _____

Email _____ Tel: _____ Fax _____

Internship Beginning Date _____ Ending Date _____

Total Hours You Will Work _____

Description of internship and objective(s) for the student:

Approval:

Department Chair