

UNIVERSITY OF DALLAS

College of Business

FORM 110	INTERNSHIP APPLICATION U.S. STUDENTS
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1845 E Northgate Drive
Irving, Texas 75062
Phone: 972-721-5282

SECTION I: TO BE COMPLETED BY STUDENT:

Name _____ Student ID **900** _____ Phone # _____
Last First Middle

Specialization _____ Expected date of graduation _____ Email address _____

I understand if this internship is approved, I must fulfill any requirements assigned by my instructor upon which I will receive a grade for the trimester in which the course was registered. The grade will be included in my cumulative GPA. If I am graduating, I understand that the internship must be completed and graded before the graduation deadline. I understand that I will be billed tuition based on the approved credit value of the internship.

Student Signature: _____ Date _____

SECTION II: TO BE COMPLETED BY EMPLOYER:

Employer Name/location: _____ Phone No: _____

Supervisor Name: _____ Email: _____

Is this a paid internship? _____ Rate of pay: _____

Description of Work _____

Proposed Duration of Internship _____ to _____

If internship is approved, I agree to provide feedback to the University, if requested, as to the conduct and performance of this intern.

Employer Signature: _____ Date _____

Student - 1) Type a proposal detailing the nature of the position, how it relates to the subjects you have taken and how it provides a significant learning experience for you. 2) Attach a copy of the detailed job offer or job description 3) Attach a copy of your transcript (official or unofficial) 4) Take to a full-time professor who is in the same field as your internship.

SECTION III: TO BE COMPLETED BY PROFESSOR: Only a full-time faculty member in the same field as the internship opportunity can complete this section. ***Notes to instructor: Ensure all items referenced above are attached before you consider this request.***

(1) Recommend credit value for internship; (2) identify an academic objective; and (3) assign course deliverables. A one-credit internship should be a work opportunity of at least 12-15 hours per week for 10-12 weeks. A three-credit internship should be at least 15-20 hours per week, and should include specific learning objectives, regular deliverables, and advanced learning comparable to a classroom experience.

Credit value: 1 Credit (BUAD 8101) 3 Credits (BUAD 8301) - Syllabus must be attached by instructor

Academic objective: _____

Course Deliverables: (1) a weekly journal, (2) an end of internship report, (3) other: _____
 _____(4) see attached syllabus for 3 credit internship additional requirements.

I have examined the proposal and description of this proposed internship and have determined that it is directly related to this student's program and is an integral element of his/her education at GSM. I have assigned appropriate deliverables and will assign a grade at the conclusion of the term for which it is authorized.

Professor Signature: _____ Date _____

DEAN APPROVAL: _____ Date: _____

COURSE CRN#: _____ **REGISTRATION:** _____ Date: _____