

OFFICE OF GRADUATE ACADEMIC ADVISEMENT & STUDENT DEVELOPMENT

Graduate Internship Credit Approval Request

Before filling out this form, please be sure you meet all the internship for credit criteria as described on the back. If you do not meet these criteria, you will not be approved.

This form is to be used only if you currently have an internship offer with a company/organization that would like you to earn credits.

Full Name: _____

Mailing Address: _____

Student ID #: _____

Email: _____

Degree: (Circle one) MBA/MS

Cell Phone: _____

Major: _____

Have you ever done an internship for credit before? (Circle one) Yes/No
If yes, which course and when? _____

What is the name of the company/organization where you will be interning? _____

How did you obtain this internship? _____

Please provide the name and title of your supervisor: _____

Please provide your supervisor's email address, mailing address and phone number: _____

Dates of Employment: _____

How many hours per week will you be working? _____

You must attach a letter (or email) from your employer to this form which details your duties, states the number of hours you will be working each week and the name and contact information for your supervisor. Without this letter from the company, your request for credit cannot be reviewed.

OGAASD Program Review Signature: _____ Date: _____

Department Signature: _____ Date: _____

Final Approval by OGAASD: _____ Date: _____

Comments: _____

Graduate Internship for Credit Criteria

You must meet all criteria in order to be eligible for an internship for credit.

The student must:

- Have an overall GPA of 3.3 or higher
- Have completed at least 9 credits of advanced coursework (not Core courses)
- Have at least 3 credits of remaining Specialization Electives so that a Research Project or Independent Study can be fit into the program

Students may only do **one** internship for credit in their program and it must be in their major.

Internships for credit must be paired with an Independent Study or Research Project. The student must register for one of these courses the same semester as the internship.

Once this form has been approved by OGAASD and the department, an advisor will let you know which course to register for and will write a letter of credit to the employer.