

St. John Fisher College

The Bittner School of Business Internship Program

Internship Authorization

Student Name: _____ Student ID#: _____

Contact information: Phone _____ E-mail _____

Academic Year at Internship Term: Junior ___ Senior ___ GPA: _____

Course: ACCT491___ MGMT491___ FINA491___ Term: _____

Projected Sponsoring Organization: _____

Academic Advisor: _____ Department: _____

Registration Check List:

- ___ GPA must be higher than 2.5
- ___ Internship time commitment is 135 hrs, for maximum 3 credits.
- ___ At registration, student must specify up to 3 credits or system reverts to 1 credit.
- ___ After securing internship engagement, student must fill out the *Internship Agreement* — this is the contract signed by the student, the site supervisor and the Internship Coordinator that states the commitments of all parties to help ensure a successful internship experience; form available on Bittner website.
- ___ Return completed form, signed by student and internship site supervisor, to Internship Coordinator.
- ___ This is an online course. All student internship assignments, bi-weekly reports, email communications, mid-term and final evaluation forms are posted on Blackboard.

Internship Coordinator Approval: _____ Date: _____