

INTERNSHIP CHECKLIST: To be completed by Student

The internship application must be completed and returned to PCB&E before eligibility to enroll in an internship course.

Obtain internship application forms from academic advisor or Career Services Representative.

Complete Section I

Consult with Academic Advisor to determine eligibility for internship course. Complete Section II. If a minimum requirement for internship are not met, request policy exemption from Academic Advisor.

After consultation with advisor, work with internship V L W H supervisor to complete Sections III & IV

Return internship application resume to Career Services Representative to complete Section V and submit for final approval and enrollment.

If approved, internship class added to your schedule within one week of approval.

Contact Information

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DEFINITION

An internship is a form of experiential learning that integrates knowledge and theory learned in the

**APPLICATION/
REGISTRATION**

PROCEDURES

GUIDELINES

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PLASTER COLLEGE OF BUSINESS AND ENTREPRENEURSHIP INTERNSHIP \$ * 5 ((0 (1 7

By way of the agreement, _____ agrees to accept
(Name of Company/Agency)

_____ in an internship program.
(Name of Student Intern)

By signing this agreement, the student acknowledges that s/he is aware of his/her responsibilities and the commitment being made by the company/agency.

HOUR REQUIREMENTS:

- 1 HOUR OF ACADEMIC CREDIT = 50 HOURS OF INTERNSHIP WORK
- 2 HOURS OF ACADEMIC CREDIT = 100 HOURS OF INTERNSHIP WORK
- 3 HOURS OF ACADEMIC CREDIT = 150 HOURS OF INTERNSHIP WORK

The work assigned to the student is at the discretion of the employer. Specific goals should be discussed and agreed upon prior to the start of the internship. This internship should relate to the student's academic background and offer opportunities to use the student's skills.

: R U M F K H G E R O W L P B R D W L W E R D J U X S E Q W Z M W Q D G H P V S O R Y H U W X G V I Q W S I R E Q U
U H S R D W H G J X O H G S H U M Y L R J U V O S B O K U I R R A K O H U D R W L R I Q U H H P H Q W

A professor may be in contact with the individual supervising the internship during semester.

7 K M W X G V I Q W S R Q R E R P S H Z I M L N Q V Q I P H Q W K U R X J H X Q L Y H U V L W \ H P H I Q D W G V I Q D M P D
W U D Q G U R I Q U R F J U B I G M Communication of any existing or arising problems regarding the internship should be reported by the company/agency to the professor.

\$ O W K R W X G V I Q W H L Q W C H F Q M I G I R S Q Z I R Q U H O D W R W X H G H H P S O T R A P B R F W S D Q \ / L Q G H R Q Z R D S D U W W K H P S O R I H P S O R Q X H H O D W E I R Q Z M H S G E G R P S D Q V K H U H I R U V K D O Y O R U L J R W S L J D W Q B A N L J U H H P H Q W V Q B O X G G E O E H F R Q V W D O H J O R / L Q G H Q Z R 6 W X G I Q S R P S Q D J U M K I D Q G H Q Z R R X G P B V D E V L B O S D U R W K H F R U P L V V R R Q R P S D Q \ 6 W X G I H Q W K G F R S W K S L J U H H P H Q W D O K D O R M V K ` ð ô & t, ð ` ° T M 0 4 ð p 0

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Internship Application Form

Section 9: To be Completed by Career Services Representative

Term:

SPI SP FA I F \$ SU

6 3 , , FA II Other: _____ Year: _____

Credit Hours:

1 2 3 Other: _____

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ACCT 41095
Dept. Chair Approval Required

ACCT 41096
Dept. Chair Approval Required

ACCT 5108 FIN 5208 0 5 . 7
HRM 5658 MGMT 5608 Other: _____

(Date)

(Date)

(Date)