



School of Business: Internship/Professional Experience Approval & Enrollment Form

NOTE: By completing this form you will be registered for one of the School of Business experience courses. These are 3 credit hour courses that incur tuition & fees. Students must be declared into a School of Business or Economics major, meet course prerequisites, and be in good academic standing. Students not meeting this standard may be eligible for transcript recognition by the Career Development Center.

Student Information:

Name: _____ Student ID: _____

Phone Number: _____ E-mail Address: _____

Student Level Undergraduate Student Class _____ Expected Graduation: _____
 Graduate (mm/yy)

Major: _____ Specialization: _____

Internship Information:

Employer: _____ City, State: _____

Position Title: _____ Primary work location: On Site Remote

Supervisor's Name: _____ Supervisor's Title: _____

Supervisor's E-mail: _____ Supervisor's Phone: _____

Start Date: _____ End Date: _____ Paid Unpaid Hourly Wage: _____ Refuse to provide Hours Per Week: _____

List of Job Duties Related to Major: (or submit position description)

Explanation of how internship relates to career goals/interests:

Enrollment Information:

Please indicate which term and course you are seeking enrollment (**Note: Must be synchronous with term of work**):

Term: _____ Course: _____ Credit Hours: 3 Credit Applied As: _____

Undergraduate seeking registration in Graduate course:

Early Entry for MSA program Term Applied: _____ If not, need Graduate Student Request Form

By signing this form, I agree that all information reported is accurate and **I anticipate working at least 120 hours during the term of enrollment.** Any discrepancies could result in denial of my experience for academic credit or no credit awarded. **I authorize the School of Business to perform registration changes to my student account and recognize I am responsible for all tuition and fees charged for this course.** I understand that this course follows the **same withdraw procedures as all other full-term courses** at SIUE and if I do not complete my internship, I will still be liable for any tuition charges in accordance to SIUE policy. If approval is received after start of the term, I understand that the late registration policy set by the Office of the Registrar will apply.

Student Signature: _____ Date: _____
 (use Fill & Sign feature)

Internship Coordinator Use Only:		Supervisor Approval: _____	
GPA: _____	Needs Elective for Graduation: Yes No	Faculty Approval: _____	
Declared Major: _____			