

3 Forms to Request Internship Credit

Access forms here:

<https://www.southern.edu/academics/business/business-student-job-board/internship-requirements.html>

1.



Internship Application Form

Intern Name: _____ Student ID #: _____

Major: _____ Credits Completed: _____ Overall GPA: _____

Cell Phone: _____ May I text you? YES NO

E-mail Address: _____

Current Address: _____

Internship Employer (Company Name) _____

Start Date _____ End Date _____

Semester Applying: Fall / Spring / Summer Year: _____ Credit Hrs _____

Credit hours should be chosen with Adviser. International Students required to have 1-3 hours

Expectations and Goals for an Internship Experience: _____

- I agree to:
1. Work a minimum of 100 clock hours for each semester credit with a maximum of three credits. It is recommended that the intern work a minimum of 15 hours per week.
 2. Act in a professional manner, maintain confidentiality, be open to suggestions for improving my work, and comply with the rules, policies, and regulations of the employer.
 3. Maintain records of employment, job duties, and hours.
 4. Submit by the due date a written paper and employer evaluations as specified by the professor.

Signature: _____ Date: _____

Office use only*****

- | | |
|--|---|
| <input type="checkbox"/> BMKT 326 | <input type="checkbox"/> Build |
| <input type="checkbox"/> BUAD 201 | <input type="checkbox"/> Register |
| <input type="checkbox"/> FNCE 315 | <input type="checkbox"/> eClass confirmation |
| <input type="checkbox"/> MGNT 334 | <input type="checkbox"/> Paper |
| <input type="checkbox"/> Student Application | <input type="checkbox"/> Evaluation <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> Employer Information Form | <input type="checkbox"/> Scanned |
| <input type="checkbox"/> Job Description | <input type="checkbox"/> Filed |

2.



Employer Form for School of Business Internships

Intern Name _____

Employer Company: _____

Contact Person: _____ Title: _____

Address: _____

Street City State Zip: _____

E-mail: _____ Phone: _____

Internship Job Title _____

Company Location _____

Job Location _____ (indicate remote vs. in-person status)

Compensation _____

Job Period _____ (Fall, Spring, Summer)

Special Requirements _____ (language, computer skills, etc.)

Supervisor's Signature: _____ Date: _____

Please return to:

Lezlee Walters,
 Pathways Coordinator and Internship Coordinator
 School of Business, Southern Adventist University
 Box 370, Collegedale, TN 37315
 Or Lezlee@southern.edu

If you have any questions or concerns, you may contact me directly at:
 423-236-2526 or by email.

3.

Job Description from Employer or Website.

Internship Information

Internship Class Options

ACCT 461 Tax Practice (VITA) (SERV-2) 3 hours

ACCT 492 Accounting Internship 0-3 hours

BMKT 493 Marketing Internship 0-3 hours

BUAD 492 Business Internship 0-3 hours

FNCE 492 Finance Internship 0-3 hours

MGNT 492 Management Practicum 0-3 hours

Requirements

- Students have 55 or more semester hours (Junior status)
- Students be an inducted member of the School of Business
 - o BUAD 201

Students have taken the following classes with a C or better:

- BMKT 326 Principles of Marketing
- FNCE 315 Principles of Finance
- MGNT 334 Principles of Management

Students turn in

- Application
- Employer Form
- Job Description

Students pick a reputable employer

Students pick the number of credits (see your adviser)

- | | | |
|------------------------------------|-----------------|---------------|
| <input type="checkbox"/> 0 credit | 100 clock hours | 1 evaluation |
| <input type="checkbox"/> 1 credit | 100 clock hours | 1 evaluation |
| <input type="checkbox"/> 2 credits | 200 clock hours | 2 evaluations |
| <input type="checkbox"/> 3 credits | 300 clock hours | 3 evaluations |

Internship Class Requirements

Evaluation

- One Evaluation per 100 clock hours or credits-see eClass for the evaluation form.

Paper or Presentation (by permission of instructor) details in eClass.

Paper

- Title page
- 3-page Reflection
- References (2)

OR

Presentation as requested by the professor

Presentation including:

- Introduction
- Explain how you got your internship
- Explain what types of work you did (do)
- SWOT
- Participate in Q&A

Self-Evaluation

- Complete the self-evaluation, including all questions and comment fields-see eClass for the Self-Evaluation form.