

**PLEASE TYPE**

1. Student's Name \_\_\_\_\_ SSN \_\_\_\_\_

2. MBA Program Option \_\_\_\_\_

Total Semester Hours Completed \_\_\_\_\_ Overall GPA \_\_\_\_\_

3. Address \_\_\_\_\_  
  Number  Street

\_\_\_\_\_   
                        City  State  Zip

4. Telephone Number (\_\_\_\_)\_\_\_\_\_

**5. COMPANY INFORMATION**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_  
  Number  Street

\_\_\_\_\_   
                        City  State  Zip

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Supervisor's Telephone Number (\_\_\_\_)\_\_\_\_\_

Company Telephone Number for Student (\_\_\_\_)\_\_\_\_\_

6. Dates of Internship: From \_\_\_\_\_ To \_\_\_\_\_

7. Requested Course Credit for Internship: \_\_\_\_\_ Credit Hours

8. Total Number of Student's Hours to be Spent at Internship Site \_\_\_\_\_ Hours  
(Minimum 150 Hours)

9. Estimated Hours on the Job \_\_\_\_\_ Hours/Week

10. Student's Wage Rate \$ \_\_\_\_\_

11. List of Internship's Work Task:

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12. As principal to the Agreement, we accept the responsibilities as stated in this form.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

MBA Internship Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

MBA Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

13. Check As Completed: \_\_\_\_\_ Resume  
\_\_\_\_\_ Weekly Journal  
\_\_\_\_\_ Paper  
\_\_\_\_\_ Oral Presentation  
\_\_\_\_\_ Supervisor's Evaluation

14. Student Forwarding Address & Telephone Number

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15. Materials Forwarded to the MBA Director with Recommendation from MBA Internship

16. Credit Awarded \_\_\_\_\_ (MBA Director's Initials)

