

**INTERNSHIP APPLICATION**

(Forms with missing information will not be processed)

**DO NOT write in pencil. DO NOT write in pencil. DO NOT write in pencil.**

A PINK "REQUEST FOR NON-CLASSROOM CREDIT" CARD MUST BE ATTACHED TO THIS APPLICATION

Student's Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Major/Concentration \_\_\_\_\_

Total Credits Earned \_\_\_\_\_ Cum QPA \_\_\_\_\_ Major QPA \_\_\_\_\_

# of Credits for this Internship \_\_\_\_\_

\_\_\_\_\_ MGT 486 (Undergrad)

\_\_\_\_\_ MGT 586 (Graduate Student)

Semester Year \_\_\_\_\_ FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_ WINTER \_\_\_\_\_

Requested Professor \_\_\_\_\_

Internship Name \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone Number \_\_\_\_\_

1. Student Responsibilities and Internship Duties (Information to be learned, desired outcomes, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Timeline (dates of internship, conference dates with professor, guidelines to be followed, exit target dates, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Culminating Activities (written report, final production, demonstration, project, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agreement Statement and Signature of Student and Professor**

I have read and agree to carry out the responsibilities and regulations as outlined in the Business Management Internship Manual.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Professor Signature \_\_\_\_\_ Date \_\_\_\_\_

**BUSINESS MANAGEMENT DEPARTMENT  
INTERNSHIP SUMMARY OF CONTACT INFORMATION**

Course Name: ____ MGT 486 (Undergraduate) ____ MGT 586 (Graduate) <u>Field Experiences and Internship</u>	Internship Semester and Year: _____
	Number of Credits: _____

**STUDENT INFORMATION:**

Name: _____	Student ID: _____
Address: _____	Daytime Phone: _____
	Cell Phone: _____
City, State, Zip _____	Home Phone: _____
ESU Email: _____	Best email contact: _____

**INTERNSHIP SITE / EMPLOYER INFORMATION:**

Organization Name: _____
Company Address: _____
City, State, Zip: _____
Business Telephone: _____
Supervisor Name and Title: _____
Supervisor Business Telephone: _____
Supervisor Email Address: _____
Company Website: _____
Internship Job Title: _____

Start Date: _____	End Date: _____
Work Schedule: Days/Hours: _____	
Name of Supervising Professor: _____	
Office Phone: _____	
Today's Date: _____	



**PRELIMINARY LETTER FOR BUSINESS MANAGEMENT INTERNS**

_____	_____
Student Name	Today's Date
_____	_____
Semester	Faculty Advisor Name
_____	
Company or Organization	

This is a preliminary letter that prospective Business Management interns will provide to their hiring manager or immediate supervisor to complete. Once completed, this letter will be given to the Secretary in the Business Management Department at ESU in Gessner 107.

The purpose of this letter is to inform the Business Management Department that the company intends to hire the above student as an intern.

The company understands that it will need to sign an affiliation agreement with East Stroudsburg University in order for the student to do his/her internship, unless an affiliation agreement has been signed within the past 5 years. The affiliation agreement will be signed by someone with signing authority and will be returned to ESU promptly. The agreement will not be final until it is signed by both the company representative and ESU's Provost. **The student and the internship site realize that the internship cannot begin without a finalized affiliation agreement in place.**

**This portion is to be completed by the Internship Business or Organization**

Please provide a brief description of the student's work responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The approximate number of hours per week the student will work: \_\_\_\_\_

_____	_____
Printed Name of Hiring Manager or Supervisor	Title
_____	_____
Signature of Hiring Manager or Supervisor	Date
_____	_____
Business Telephone Number	Business Email Address

**Please see the eligible types of businesses on the other side**