Internship Eligibility and Approval Form

Submit all paperwork prior to the start of the semester.
Please allow 8-10 business days for processing and approval.

Student Information (to be completed by student and returned to BAB 102)

Application for: ☐ Fall ☐ Spring ☐ Summer   Year _____

Dates of Internship: _____   Was your internship posted online in Handshake?_____

Name: _____ Student A#: _____

Program: BSBA BS-ECA MBA MAcc MSIS MSM-HRM MS-BA MS-CBS MS-SCM

Internship course prefix: **ACC FIN IS MGT MKT MSC**

Internship Level: ☐ 495 (undergraduate) ☐ 595 (graduate)

Academic Advisor Evaluation (to be completed by Business Advisor in BAB 102)

Hours Completed at UAH: _____ (Min.:15)   Hours beyond Intro Course: _____ (Min.: 6)
Overall UAH GPA: _____ (Min.: 2.75)   UAH Business Courses GPA: _____ (Min.: 2.75)

☐ Eligible
☐ Not Eligible   REASON: _____

Signed: _____ Date: _____

STEP 1: Inform student of eligibility.
STEP 2: Email this form, offer letter, internship description, and supervisor contact information to appropriate department chair for approval.
STEP 3: When department chair returns form, contact student with decision. If approved, register student for appropriate course.
STEP 4: Add student and internship information to Google Internship file.

Departmental Chair Approval (to be completed by Department Chair)

Dr. Xuejing Xing, ACC/ECN/FIN (xuejing.xing@uah.edu)
Dr. Yeqing Bao, MGT/MKT (yeqing.bao@uah.edu)
Dr. Wai Mok, IS/MSC (wai.mok@uah.edu)

☐ Internship APPROVED
☐ Internship Disapproved   REASON: _____

Signed: _____ Date: _____
STEP 1: Send required deliverables to student.
STEP 2: Return this form with other documents to Advising in BAB 102 or undergradbusiness@uah.edu.