BUS 300 INTERNSHIP PETITION FORM

Please print:

Name: ____________________________________________________  KUID: ______________________________________

E-mail: __________________________________________________  Phone number: ____________________________________

**Major** (check all that apply; if Pre-Business, check “Pre-Business” + your intended majors if known):

- [ ] Accounting
- [ ] Finance
- [ ] Supply Chain Management
- [ ] Business Administration
- [ ] Information Systems
- [ ] MAcc
- [ ] Business Analytics
- [ ] Management & Leadership
- [ ] Pre-Business
- [ ] BBA (Edwards Campus)
- [ ] Marketing
- [ ] Other: __________________________

By the time you start your internship, will you have completed at least 30 hours of college credit? _____Yes     _____No

By the time you start your internship, will you have completed at least one of the foundation business courses (ACCT 200, ACCT 201, DSCI 301/202, IST 301/202) or will you be enrolled in one of them while you are completing the internship?     _____Yes     _____No

Are you admitted to the School of Business or are you currently a Pre-Business student who expects to complete a Business major?     _____Yes     _____No

Have you already started your internship?     _____Yes     _____No
  
  If yes, please indicate your start date: ______________________________

Have you already completed your internship?     _____Yes     _____No

Will your internship be paid?     _____Yes     _____No

Is your internship provider requiring you to receive college credit?     _____Yes     _____No

**Please provide a brief statement indicating how this experience ties into your current or proposed major/career:**

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________________________________________________________________________________________________
Indicate the term you will be working onsite at your internship and wish to receive credit by filling in the appropriate year:

Fall 20____  Spring 20____  Summer 20____

Are you receiving credit for this internship through another department?

_____ No  _____ Yes—where? (list department & course number)_____________________________________

Have you ever received ACCT 599 or PRE/EPSY 575 credit?

_____ No  _____ Yes—how many hours of credit did you receive?_____________________________________

About Your Internship (fill out as much as you can):

** Study Abroad Students— in company name, put EUSA or CAPA and the location where you'll be (e.g., “EUSA—Dublin”) & leave the rest blank if you do not have that info yet.**

Company Name:__________________________________________________________

Job Title:________________________________________________________________________

City & State of Internship:________________________________________________________________________

Supervisor Name:________________________________________________________________________

Supervisor Phone: __________________________________________________________________________

Supervisor Email: __________________________________________________________________________

Number of weeks you will be at the internship: ___________________________________________________

Number of hours you will be working each week (approximate): ________________________________

Total hours completed by end of internship (number of weeks x hours worked per week)_______________

Internship start date (approx):________________________Internship end date (approx): _______________________

Credit hours requested:

_____1 credit hour—requires at least 100 hours on the job spread over at least 6 weeks.

_____2 credit hours—requires at least 150 hours on the job spread over at least 6 weeks.

_____3 credit hours—requires at least 200 hours on the job spread over at least 8 weeks.

Please note:

• Tuition and fees assessed will be greater with a greater number of hours.
• Students may elect any number of credit hours as long as they meet the minimum number of hours/weeks onsite for a given level. For example, a student completing a 200 hour internship over 8 weeks would be eligible for 3 credits but could elect to earn only 1 credit.
Required Documents: Students must turn in the following to Business Career Services in 1130 Capitol Federal Hall:

1. this form
2. an up-to-date copy of your resume
3. a 1-2 paragraph, typed description of the internship duties and responsibilities or a copy of the job description
4. Deadlines for enrollment may apply—check with the BCS for dates (785-864-5591).

If you are admitted into BUS 300, you will receive an email with instructions on how to enroll, usually within a week. If you are not admitted, you will be informed of your non-admittance as well. Specific questions can be directed to Alicia Green, Director of Internship Programs, at amgreen@ku.edu; please note, however, that a decision on acceptance cannot be made until all completed application materials have been received.

I certify that the information listed is correct to the best of my knowledge and I understand that my supervisor and/or company may be notified to provide verification of internship-related activities, as well as in the event that I drop this course. I also understand that admission into BUS 300 is conditional on the information provided above and any changes will require my admission to be reviewed for eligibility. I understand that knowingly providing false information may result in a charge of academic misconduct.

_________________________________________________ _____________________________________________
Student Signature      Date

To Be Completed by the Director of the Internship Program:

_____Approved for up to _____ hours Line No:  
Has opted to enroll for _____ hrs

_____Not Approved Permission No:  
Reason:

__________________________________   ________________________________
Director, Internship Program    Date