

Harmon College Internship Application

STEP 1 Student Portion: Address/city/state/zip:

Have you worked here before, or currently working there If yes, how long?

Will a family member be supervising you? If yes, who?

Student Application Checklist please check off each and sign below:

- I have communicated with my advisor and have confirmed that I would like to be enrolled in credit hours under the prefix of _____ (ex. MGT, ACCT, etc.) during the _____ (term and year, ex. Fall 2019). Work _____ (hours per week) _____ (days per week) _____ (days per week)
- Based on the credit hours requested above matched with the chart below I need to work a minimum of _____ work hours as a requirement of passing the course.

Work hour requirements

1 credit hour– 70 work hours	4 credit hours– 260 work hours	7 credit hours– 420 work hours
2 credit hours– 140 work hours	5 credit hours– 325 work hours	8 credit hours– 480 work hours
3 credit hours– 210 work hours	6 credit hours– 390 work hours	9 credit hours– 540 work hours

- I understand that all of my work hours need to be completed at the same employer during the term/semester I am enrolled for credit.
- I have a job description directly and evidently from the company that I will turn in with this application. I understand that the Harmon College Internship Office is looking to see that this position will be relevant to my degree, challenging at a collegiate level and that it is a paid position.
- In addition to my application and job description, I understand my degree audit will be reviewed to ensure I meet the prerequisites listed under the HCIO portion on page 2
- I understand that the deadline to be enrolled in the internship course is two weeks after the first day of the full-term semester.
- Once enrolled in the course, I will check my UGMail and Blackboard in order to meet all the requirements of the course, including assignments.
- I agree to conduct myself in a professional manner, complete assigned tasks and adhere to all personnel rules to the satisfaction of my supervisor.
- I understand that I am a student first. My internship will not interfere with my class schedule or my academic success

0 T417.249 Student SU (408) 315-0370 (m) 2640-308 (h) 376 (a) 704 (a) 406 375 5-30 (h) 6005 Ter (0,502) 2018

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STEP 2 – u %o o } Ç OE Portion:

Supervisor name: f Completing an evaluation regarding the student's performance

E-mail:

Phone

Supervisor Checklist please check off each and sign below

- Signature: _____ Date: _____
- I am aware of how many work hours the student must complete and verify that it will be possible for the student to achieve, barring any extraneous circumstances.
 - I understand the intern/student is receiving course credit and as a supervisor I will be asked to be involved with:
 - f Goal setting/evaluation for the HCO Internship period

Enrollment Checklist please check off each and sign below:

- Internship start date:
- Internship end date:

Superv

- Please check this box if you would like email of the final copy of this application.

: Next step, keep a copy for your records and return to HCIO for approval and enrollment.
–Harmon College Internship Office Portion

STEP 3

- Job description is relevant, challenging and a paid position.
- Supervisor confirms opportunity for work hour requirement to be met.
- Undergraduate Student:
 - Student has at least 60 credit hours completed.
 - Student is officially admitted to the BSBA (applicable but D U HRA & VIA).
 - Student has a minimum cumulative GPA following these guidelines: 2.65 Accounting majors; 2.25 Aviation majors; 2.4 Finance majors; 2.5 all other majors.
- Graduate Student: Program Advisor approval has been given.
- Student has been enrolled in the following course:

HCIO Signature:

Date:

Program Advisor Signature (for graduate level only)(f)-4 (o)-2 (072 Tw3 (n)10)10 (g4Tj 0.001 Tc -m)10 g4