Semester: _______________ Year: _______________ Student ID: _______________
Name: _______________ Major: _______________ Minor: _______________
Phone: _______________ Patriots email: ____________________________________________

STEP 1 – Student
I have read the steps on www.uttyler.edu/cbt/internships and understand the requirements for an internship.

Student signature ____________________________________________ Date _______________

STEP 2 – Academic Advisors
Student meets with advisor to discuss how internship might be used on degree plan.

GPA (3.0 or better): __________ 9 required credits: __________ Previous Internship: _______________

Suggested student use internship credit for: __________________________  Advisor Initials: __________

STEP 3 – Department Chair Pre-evaluation
Student and Department Chair agree student will pursue ACCT FINA MANA MARK HRD TECH
internship (circle one).

Student approved to use internship as substitute for:_____________________________ (if applicable)

Faculty member assigned if internship approved: ________________________________

Department Chair signature: ________________________________________________

STEP 4- Cooperating Organization
Student meets with the Cooperating Organization’s Contact Person to complete Step 4 requirements.

STEP 5- Faculty Representative or Department Chair
Faculty representative assigned as instructor of record for internship final approves or denies internship.

Approved ___ As substitute for ___________________________ (if preapproved by dept. chair).

Denied ___ Reason for denial: ___________________________________________________

Faculty Representative signature ____________________________________________ Date _______________

STEP 6- Departmental Administrative Assistants
Administrative Assistant Use Only:
Course _______ _______ : ______ Permission code: _____________ Admin Initials: __________