

# Harmon College Internship Application

UNIVERSITY OF  
CENTRAL MISSOURI.

HARMON COLLEGE  
INTERNSHIP OFFICE

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## STEP 1 – Student Portion:

Name:

700#:

Major:

Phone number:

Company where you are interning:

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.).
- ☐ Based on the credit hours requested above, I need to work a minimum of \_\_\_\_\_ hours as a requirement for 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 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 (HCIO) 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 pre-requisites listed under the HCIO section.
- ☐ I understand that the deadline to be enrolled in the internship course is two weeks after the first day of the semester.
- ☐ Once enrolled in the course, I will check my UCM e-mail 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.

Student Signature:

Date:

→ Next step, have your supervisor complete the Supervisor Portion.

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## STEP 2 – Supervisor Portion:

Supervisor name:

E-mail:

Phone:

### Supervisor Checklist – please check off each and sign below

- ☐ 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:
  - Goal setting/reviewing for the internship period
  - A mid-point check in by HCIO
  - Completing an evaluation regarding the student's performance
  - Approving/signing student's work hour log
- ☐ Internship start date:
- ☐ Internship end date:

Supervisor Signature:

Date:

- ☐ Please check this box if you would like an e-mail of the final copy of this application.

→ **Next step, keep a copy for your records and return to HCIO for approval and enrollment.**

## STEP 3 – Harmon College Internship Office Portion:

### Enrollment Checklist – please check off each and sign below:

- ☐ 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 to all but HRA and AVIA).
  - ☐ 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):

Comments: