

Harmon College Internship Application

UNIVERSITY OF
CENTRAL MISSOURI

HARMON COLLEGE
INTERNSHIP OFFICE

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STEP 1 – Student Portion:

Name: _____ 700#: _____

Degree: _____ 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.) during the _____ semester (term and year, ex. Fall 2019). Please apply towards _____ credit.
- Based on the credit hours requested above matched with the chart below, I need to work a minimum of _____ work 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/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 (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 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 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.
- I understand that I am a student first. My internship will not interfere with my class schedule or my academic success.

Student Signature: _____

Date: _____

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

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STEP 2 – Employer 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 CDM, 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: