

**APPLICATION FOR INTERNSHIP  
MANAGEMENT (MGMT 4176) OR MARKETING (MKTG 4186)**

Semester
Applied for: _____
Enrolled: _____
Credit Hrs.: _____

**Internship Coordinator:**      **Jason Reese, PhD Associate Professor of Marketing**  
**Nelson Rusche College of Business**  
**Stephen F. Austin State University**  
**Phone: 936-468-1465 Email: reesejd1@sfasu.edu**

Name (*please print*): \_\_\_\_\_

CID: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Overall GPA: \_\_\_\_\_/4.0      Major GPA: \_\_\_\_\_/4.0      Minor GPA: \_\_\_\_\_/4.0

Course desired:    MGMT 4176      MKTG 4186      Credit Desired: \_\_\_\_\_ hours      Semester \_\_\_\_\_

Job title: \_\_\_\_\_

Duties (summarize here or attach a job description):

\_\_\_\_\_  
\_\_\_\_\_

Skills to be learned (summarize here or attach a list):

\_\_\_\_\_  
\_\_\_\_\_

Supervising Instructor: \_\_\_\_\_

Employing Organization:

Address: \_\_\_\_\_

Supervisor/title: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date Employment will begin: \_\_\_\_\_ End: \_\_\_\_\_ Total weeks: \_\_\_\_\_

Hours to be worked per week: \_\_\_\_\_ Total hours (weeks x hours per week): \_\_\_\_\_

Intern to be Paid?      YES      NO

Schedule for contacts between intern and supervising instructor (in-person meetings if practical): \_\_\_\_\_

\_\_\_\_\_

Required attachments:

\_\_\_ Waiver of Liability form

\_\_\_ Other (if any, describe): \_\_\_\_\_

**INTERN'S STATEMENT:**

I hereby apply for enrollment in a management or marketing internship course as indicated above, and I hereby certify that I have not and will not use this work experience for course credit in another department. I have executed and attached a Waiver of Liability form (Attachment 2), and I understand that I must meet major/minor and GPA requirements. I agree to complete a copy of the "Internship Evaluation: Intern's Report" and return it to the supervising instructor approximately half-way through the internship and again near its completion. I understand that the course grade (A, B, C, D, or F) will be based upon the following:

--contacts with my supervising instructor (content and adherence to schedule)

--quality and quantity of information and procedures learned

--quality of journal or log documenting on-the-job experiences

--quality of final report describing the internship experience

--content of my evaluation reports and my supervisor's evaluation reports, and

--the following additional requirements (describe, if any): \_\_\_\_\_

\_\_\_\_\_  
Intern's Signature

\_\_\_\_\_  
Date

**EMPLOYMENT SUPERVISOR'S STATEMENT:**

I agree to serve as employment supervisor for the internship described above. I also agree to complete a copy of the "Internship Evaluation: Employment Supervisor's Report" and return it to the supervising instructor approximately half-way through the internship and again near its completion. I understand that Stephen F. Austin State University is not responsible for any acts or omissions on the part of its students, and that the internship workplace retains full responsibility for its activities and those of the student employee/intern while acting on behalf of the employer/internship site. Stephen F. Austin State University's role as a supervisor is related only to academic teaching and learning in the context of SFA course credit assignment. Student misconduct should be reported to the supervising instructor for campus adjudication.

\_\_\_\_\_  
Employment Supervisor's Signature

\_\_\_\_\_  
Date

**SUPERVISING INSTRUCTOR'S STATEMENT:**

I agree to serve as supervising instructor for the internship described above. I also agree to complete a copy of the "Internship Evaluation: Supervising Instructor's Report" at the end of the internship and deliver it to the Internship Coordinator.

\_\_\_\_\_  
Supervising Instructor's Signature

\_\_\_\_\_  
Date

**APPROVAL:**

\_\_\_\_\_  
Internship Coordinator or Chair Signature

Credit hours approved: \_\_\_\_\_ MGT 476 \_\_\_\_\_ MKT 486

Semester: \_\_\_\_\_