

**APPLICATION FOR INTERNSHIP
BUSINESS COMMUNICATION & LEGAL STUDIES (BUSI 4385)**

Internship Coordinator: Dr. Carol Wright
Chair, Department of Business Communication & Legal Studies
Stephen F. Austin State University
Phone: 936-468-3103 Email: cwright@sfasu.edu

Name: (please print): _____

CID: _____ Major: _____

Overall GPA: (out of 4.0) _____ Semester/Term: _____

Job Title/Position: _____

Duties (summarize in your own words and attach a job description):

Skills to be learned or enhanced related to your degree (summarize here or attach a list):

Employer: _____

Address: _____

Supervisor name: _____

Supervisor title: _____

Supervisor phone: _____

Supervisor email: _____

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 Hourly rate:

INTERN’S STATEMENT:

I hereby apply for enrolment in an internship class 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 agree that to receive credit for this internship experience, I must:

- Submit a written report as described in the course syllabus and at the conclusion of the applicable term
- Receive a satisfactory evaluation from the employment supervisor
- Maintain regular contact with the supervising faculty

Intern’s Signature: _____ Date: _____
(Please do not use an electronic signature)

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 BCLS Department at its completion.

Supervisor’s Signature: _____ Date: _____
(Please do not use an electronic signature)