



Student Name: _____

Semester/Year: _____ Fall Spring Summer

(Separate packets needed for each semester/session)

Dept. of Business Administration

Internship Package Cover Sheet
BUS 390 – Internship in Business
(To be completed by supervising faculty member)

PLEASE READ THE ATTACHED INTERNSHIP PROGRAM STUDENT INSTRUCTIONS

All items listed below must be attached to your internship packet before submitting it to the Department of Business Administration – DF 236. Forms are located at <https://www.kutztown.edu/DBAInternships>

- Internship Request form to be processed by Registrar.
- Student’s resume.
- Signed Employer Confirmation Form.
- Printed job description either from KU Career Network or the employer.
- Student’s unofficial transcript (provided by internship faculty supervisor).
- BUS 390: Internship Assessment Agreement form.

PLEASE DO NOT SUBMIT AN INTERNSHIP APPLICATION PACKAGE UNLESS ALL ITEMS LISTED ABOVE ARE COMPLETED, SIGNED & ATTACHED

- Have you verified the internship with the internship supervisor? YES NO
- Is the company on the pre-approved Internship Agreement Listing? YES NO
- Will student have completed 60 credits by start of internship? YES NO
- As of now, student has met all academic requirements. (2.0 GPA in the major and a 2.0 GPA overall; **completion of 21 credits in business**) YES NO
- If student does not meet the above academic requirements, is the student currently enrolled in the appropriate course(s)? YES NO
- Has the student had an employment relationship with the company where the internship placement is going to be? YES NO

If YES, on a separate sheet describe how the job duties will be substantially different.

I hereby certify that the required information is included and complete and agree to abide by the current internship policy document:

Faculty Supervisor Signature: _____ Date _____

Business Administration Department Chair Signature: _____ Date _____