The UBA Program supports experiential learning with the three-unit Pass/Fail Internship course 70-499 in the Fall, Spring or Summer terms. Below are the course’s policies and application process for students to enroll and for ensuring a successful experience.

ELIGIBILITY FOR ENROLLING IN 70-499
- Must be a Business major, additional major, or minor.
- Be in academic good standing with home college.
- No previous enrollment in 70-499.
- Sophomore standing or above.
- Have offer letter from employer stating job description, start/completion dates, and contact information.

ENROLLMENT PROCESS
- Complete this form entirely and return it to your UBA advisor with a copy of your offer letter.
- If you are an international student, complete CPT documentation with OIE and UBA advisor.
- Once internship is approved for credit, the course 70-499 will be added to your schedule.

AFTER COMPLETING THE INTERNSHIP
- Have your supervisor write a brief letter to your UBA advisor stating that you have completed the internship satisfactorily. This may be submitted via post or email.
- Write a 1-2 page report on your internship experience. Relate your work to what you have studied in the business curriculum and what you have learned from the experience. Do not include any confidential employer information. Submit this to your UBA advisor via email before grades are due for that term.

STUDENT INFORMATION
Name ___________________________ Andrew ID ________________
Expected graduation semester ____________________________ Advisor name ____________________________
Citizenship (check all that apply):
   ___ U.S. Citizen
   ___ Other citizenship (Country ____________________________)
   ___ Permanent Resident
   ___ Immigration Status ____________________________

INTERNSHIP EMPLOYER INFORMATION
Company ____________________________
Company address ____________________________
Supervisor name ____________________________ Supervisor job title ____________________________
Supervisor email ____________________________ Supervisor phone number ____________________________

INTERNSHIP POSITION INFORMATION
Position title ____________________________ Semester to enroll ____________________________
Start date ____________________________ End date ____________________________
Job description and how position relates to Business degree (attach additional page to this form if needed):

Student signature ____________________________ Date: __________
Supervisor’s signature ____________________________ Date: __________