

**Middle Georgia State University**  
**School of Business**  
**Independent Study/Internship Request Form**

To obtain approval for an Independent Study/Internship, the student must:

- Attach a job description for an Internship, OR course description for an Independent Study.
- Obtain a faculty member to approve and supervise the Independent Study/Internship. (faculty member must sign below)
- Submit the completed form to the School of Business.

The Dean will review the Independent Study/Internship request and inform the student of the decision.

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Request is for: (circle one)                      Independent Study                      Internship

\* A minimum of three hours of time commitment is required per week for every credit hour awarded.

Semester/Year: \_\_\_\_\_

Faculty Member Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_

For Independent Study:

Course Title: \_\_\_\_\_

For Internship:

Company Name: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Course Number and Section:**

**Course CRN:**

**APPROVED**

**DENIED**

\_\_\_\_\_

Dean's Signature

Date

**Middle Georgia State University**  
**School of Business**  
**Internship Policy**

Internships must be structured and supervised, and must provide practical experience that is in alignment with academic study in the student's major in the School of Business. In order for a student to earn course credit (3 hours), certain qualifying criteria must be met.

The basic requirements for approval of an internship are as follows:

1. The student must have successfully completed a minimum of six (6) hours of core coursework relevant to the internship.
2. The internship must provide the student with experience that is relevant to one or more courses in the student's major in the School of Business.
3. The internship must provide the student with **NEW** experience(s) that facilitate the acquisition and/or application of knowledge, skills, and abilities. Responsibilities already fulfilled/being fulfilled as part of the student's past/current job **CANNOT** be approved for credit.
4. The internship must be substantial enough to enable the student to:
  - a) Submit frequent (e.g., weekly) reports or journal entries of responsibilities fulfilled and lessons learned.
  - b) Complete a final report/assignment as designated by the faculty supervisor.
5. The internship, in its entirety, must engage the student in at least 120 hours of work during the semester.
6. The student's faculty supervisor should be qualified to teach courses in the area/discipline of the internship.
7. The student's site supervisor (who must be a non-relative) must be willing to:
  - a) Acknowledge that the student did indeed complete the necessary hours.
  - b) Provide an evaluation of the student's performance (with recommendations if appropriate).
8. Upon completion of an internship, **students will be required to participate in an "Internship Night"** at which they will be required to conduct a poster presentation on their internship experience.