



School of Business
Internship Application Form

This form must be submitted ONE SEMESTER PRIOR to expected start date.
Please send hard copy or digitally completed form to the Faculty Internship Advisor
and the Internship Coordinator (Daye Dearing daye@alcorn.edu)

INTERN INFORMATION:

Form fields for Intern Name, Date of Application, Intern Semester, Local Address, Phone, City, State, Zip, Date Work Beginning & Ending, E-mail Address, Local Phone, Internship Job Title

COMPANY INFORMATION:

Form fields for Company Name, Internship Site Supervisor and Company Title, Address, Immediate Supervisor and Company Title, City, State, Zip, E-mail Address, Phone, FAX Number

Brief Description of Company:

Job Description: Duties to be performed, work situations to be observed, future projects, and other assignments. Attach additional page(s) if necessary.

Registration for BA 390 [ ] Yes [ ] No and/or BA 490 [ ] Yes [ ] No (Please note that you must enroll in BA 390 and/or BA 490 prior to the start of your internship in order to receive credit.)

Form fields for signatures and dates: Internship Site Supervisor, Date, Intern, Date, Internship Coordinator, Date, Faculty Internship Advisor, Date

INTERSHIP APPLICATION IS NOT APPROVED UNTIL ALL SIGNATURES ARE OBTAINED AND student is registered in all appropriate courses (e.g. BA 390 and/or BA 490). BA 390 and BA 490 are substitutable for School of Business RESTRICTIVE BUSINESS ELECTIVES.