



# Faculty Approval Form

To be completed by the student in cooperation with a faculty internship advisor

**Signatures required** (please check that you have all signatures before turning in):  Student  Internship Advisor

**Student Info:**

Name: \_\_\_\_\_ GID: \_\_\_\_\_  
 Total Credits Completed: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Formal Admittance to JJCBE:  Yes  No  
 2<sup>nd</sup> Major or Minor? \_\_\_\_\_  
 Sponsoring Organization: \_\_\_\_\_

I, \_\_\_\_\_ (Faculty Internship Advisor), have discussed with \_\_\_\_\_ (student intern), the policies and procedures relevant to the successful completion of a:  BFIN 498  BMGT 498  BMKT 498  ACTG 498 or  ACTG 598 internship for \_\_\_\_\_ credit hours.

I have discussed internship expectations, internship objectives, reporting and evaluation requirements and due dates. If the internship period is expected to extend beyond the end of the semester, I have also advised the student that an Incomplete grade will be initially given and the requirements and timing for replacing the Incomplete grade. The student has agreed to maintain regular contact with me and to immediately contact me with any relevant problems or internship changes. I have agreed to be the student's faculty internship advisor for  Summer  Fall  Spring, 20\_\_\_\_ semester.

Reporting requirements will be as follows:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ # of Weeks: \_\_\_\_\_

Week	Due Date	Week	Due Date	Week	Due Date
1		6		11	
2		7		12	
3		8		13	
4		9		14	
5		10		15	

Final Report (10 pages) Due: \_\_\_\_\_ I-grade Required? \_\_\_\_\_

Student understands that their on-site supervisor will evaluate their performance during the internship and will complete an evaluation at the end. This evaluation must be completed and submitted and will be considered in the issuing of a Pass/Fail grade.

\_\_\_\_\_  
**Student Signature** Date

\_\_\_\_\_  
**Internship Advisor** Date

Student: Please submit this application to Linda Ward in the Bracken Center, JJCBE Jobs 108 or email it to: [cobinternship@montana.edu](mailto:cobinternship@montana.edu). A copy will be sent electronically to you and your internship advisor.

Student: Please submit this application to Linda Ward in the Bracken Center, JJCBE Jobs 108 or email it to: [cobinternship@montana.edu](mailto:cobinternship@montana.edu). A copy will be sent electronically to you and your internship advisor.