



SM395 Management Internship Application

A half-credit is granted to students who complete an approved Management Internship that requires that they receive academic credit, along with a five page reflection paper about their Management Internship experience. Please complete the following steps:

- **Review the Important Information on page 2.**
- Complete page 1 of this form, including obtaining your internship supervisor's signature.
- Bring this form, along with any related paperwork such as CPT, Internship Agreement Forms, or Hold Harmless forms, to the UDC for approval. We will then register you for SM395: Management Internship. **Please note that this form takes up to 48 hours to process.**
- At the end of your internship, write a five page reflection paper (12 point font, double spaced) that describes how your internship experience has informed your management education experience, contributed to your career goals, and, if applicable, has drawn upon your experience in career management courses. Please cite specific examples. Your paper will be reviewed by the Assistant Dean or Director of the Undergraduate Academic & Career Development Center in determination of your passing grade.
- At the end of your internship, please ask your internship supervisor to sign on page 2 of this form, indicating your completion of the internship.
- Hand in the form at the UPO, along with your reflection paper. **Please note that the deadline to turn in your SM395 form and reflection paper is the last day of class if you are registered for the Fall or Spring semester, or August 31 if you are registered for the Summer Term.**

Name: _____ E-mail: _____

ID#: _____ Phone #: _____

Semester: Fall Spring Summer 20__

International student? No Yes **If yes, please see CPT requirements on page 2.**

Questrom student? No Yes

Internship Information:

Company/Location: _____

Title/Position: _____

Internship Supervisor/Title: _____

Internship Supervisor's phone/email: _____

Start date: _____ End date: _____

Duties/Responsibilities:

Before Your Internship:

Student Signature:

I wish to be registered for SM395, Management Internship. I have read the Important Information on page 2. This internship has been approved by my internship supervisor, whose signature appears below. I understand that I must obtain the signature of my internship supervisor and turn this form in to the Undergraduate Academic & Career Development Center again at the completion of the internship in order to receive a passing grade.

Date: _____

Internship Supervisor Signature:

Please sign below indicating that the student named above will be interning with you according to the details above.

Date: _____

Undergraduate Academic & Career Development Center Approval:

Date: _____



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Name: _____

After Your Internship:

Internship Supervisor Signature:

Please sign below indicating that the student has satisfactorily completed the duties and met the expectations of the internship.

_____ Date: _____

Undergraduate Academic & Career Development Center Approval:

_____ Date: _____

Important Information about Registering for SM395: Management Internship

Please read carefully

- SM395 is a half credit course for which tuition is waived. Your Student Account may reflect a tuition charge for which you will not be responsible. Summer registrants are responsible for the registration fee. Student taking SM395 in the Fall or Spring semester will not be responsible for tuition charges.
- Students wishing to register for SM395: Management Internship must do so before the midpoint of the semester during which the internship takes place.
- Students are graded on a pass/fail basis.
- SM395 does not fulfill a degree requirement for the BSBA degree.
- Students are not *required* to register for SM395 if they are completing an internship. **International students** should consult with their ISSO advisor, as exceptions often apply.
- If your internship site requires a University official to sign a "**hold harmless**" agreement or other legal form, please bring this in to the Undergraduate Academic & Career Development Center with this application.
- If your internship requires an "**Intern Agreement**" form or a letter of verification, please submit this form or a Letter Request form along with your SM395 application. You can find a Letter Request form at the following URL: questromworld.bu.edu/udc/essentials/forms/letter-request/
- **International Students:** In order to register for SM395, you must obtain a Curricular Practical Training (CPT) form from the ISSO website (bu.edu/isso/) and submit it along with your SM395 registration form. Once you are registered, you must meet with your ISSO advisor and be granted CPT employment authorization before you begin your internship. **International Students must be registered for SM395: Management Internship during the dates that the internship takes place.**
- Students registering for the summer may email their forms and reflection papers to QuestromUDC@bu.edu.