

BUSINESS INTERNSHIP EXPERIENCE APPLICATION INSTRUCTIONS

For students who would like their Internship Experience reflected on their transcript. Remember, Internship Experience is not granted any credit and a \$25.00 fee is charged by the Registrar's Office.

PROCESS:

- Once your internship is completed, have your Supervisor sign this form
- Complete a Registration Transaction Form (RTF), available through The Advising Center or Registrar's Office, with BADM 195: Internship Experience. To reflect the correct Course Registration Number (CRN) use the appropriate Schedule of Classes for the semester that you participated in the Internship.

Submit **TWO (2)** copies of this application, along with a completed Registration Transaction Form to The GWSB Advising Center, Duquès Hall, Suite #456

THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

Business Internship Experience

Section 1	Last Name	<input type="text"/>	First Name	<input type="text"/>
	GWID	<input type="text"/>	E-mail	<input type="text"/>
	Home Phone	<input type="text"/>	Work Phone	<input type="text"/>
	Academic Advisor	<input type="text"/>	Date Submitted	<input type="text"/>
Current Class Status		FR SO JR SR		
Local Address		<input type="text"/>		
City, State and Zip		<input type="text"/>		
Section 2	Internship Organization	<input type="text"/>		
	Address	<input type="text"/>		
	Supervisor's Name	<input type="text"/>	Hours per week	<input type="text"/>
	Supervisor's Phone	<input type="text"/>	Beginning Date	<input type="text"/>
Supervisor's E-mail	<input type="text"/>	Completion Date	<input type="text"/>	
Section 3	Briefly describe the nature of your Internship and your specific responsibilities:			
	<input style="width: 100%; height: 100%;" type="text"/>			
I certify that the above internship was successfully completed, and I am aware that a \$25 course fee will be charged to my account.				
Student's Signature: _____ Date: _____				
Section 4	For the Supervisor:			
	I certify that the internship as described above was successfully completed.			
Supervisor's Signature: _____ Date: _____				
Section 5	A Registration Transaction Form (Add/Drop Form) must be attached.			
	Refer to the Shedule of Classes for the semester you participate in the internship for the CRN for BADM 195.			
I have attached a Registration Transaction Form to this document.				Student's Initials _____
Section 6	For the Director of The Advising Center:			
	Name	<input type="text"/>	Signature	<input type="text"/>
Grade Change Report Completed	<input type="text"/>	Date	<input type="text"/>	

Business Internship Experience

1. Internships give you the opportunity to apply your academic knowledge and gain practical understanding of the business world. This zero credit option is a way for you to receive recognition for internship experience on your transcript.
2. This option is **IDEAL** for a less structured Internship.
3. You may only have your Internship reflected on your **TRANSCRIPT** after you have completed it.
4. All sections of this form **MUST** be completed before your transcript will reflect your internship.
5. Your Internship experience will be included on your transcript under the **SEMESTER** you participated in the Internship. Use the Schedule of Classes for the semester you participate in the Internship to find the correct CRN for BADM 195.
6. This form can only be submitted after the supervisor has verified that the internship was successfully completed AND that it was a minimum of **SIX** hours per week.
7. There is a \$25 administrative **FEE** charged for the Business Internship Experience.

Keep in mind...

- While GWSB recognizes that an Internship is an **IMPORTANT** part of a student's education, we do not grant credit for internship experience.
- Many students can use their Internship experience as a basis for an **Independent Research Project**, for which credit is awarded. If you are interested in this option, please speak with your academic advisor.