



ACADEMIC INTERNSHIP REQUEST FORM

Use this form to register for AF 480, MKT 480, MGT 480 & MSIS 480

To earn academic credit for your internship, you must be working at the designated internship during the same semester that you are enrolled in the 480 course for at least 15 hours/week during the fall and spring semesters and 30+ hours during the summer term. Generally, three credits are earned for the course. This must be a newly acquired position. Students cannot use their existing job as an internship for this course.

The Internship course is open to College of Management students who meet the following academic pre-requisites:

- Completion of 75 credit hours
- Minimum 2.5 cumulative GPA at UMass Boston
- Completion of one concentration course
- Completion of 21 credits in Management Core and Foundation courses

If you meet these requirements, please complete the rest of the steps on this form. If you do not meet the academic requirements listed above, but have found an internship placement, you may still apply for the course by completing the rest of the steps on this form. However, there is no guarantee you will be approved for credit without meeting the academic requirements.

STEP 1: COLLEGE OF MANAGEMENT CAREER CENTER APPROVAL: Obtain permission (signature below) from the CM Career Center Specialist by submitting the following items with this form.

- The official job description of the internship you will complete while earning academic credit
- The official offer letter from the Human Resources office or your direct supervisor (make a photo copy for your records before submitting the original letter). This letter must state the number of hours per week you will be working as well as your start and end dates for employment. This is regardless of whether the position is paid or unpaid.

STEP 2: COLLEGE OF MANAGEMENT UNDERGRADUATE PROGRAM OFFICE APPROVAL:

Please leave this form at the front desk of the CM Undergraduate Program Office (M-5-610). We will check to see that the academic requirements noted above are met, and register you for the course. Please note that students will be registered for the section of the 480 course that corresponds to the internship placement, not necessarily the concentration. For example, a marketing concentrator who will be interning as an accountant would be registered for AF 480, not MKT 480, and the internship wouldn't satisfy a concentration requirement in that case. For the great majority of students, their internship placement and concentration are in the same field, so this is not an issue.

For questions regarding *registration* contact the CM Undergraduate Program Office at 617-287-7760.
 For questions regarding *internship submission materials* contact the CM Career Center at cmcareers@umb.edu

Please Write Clearly

Name _____	UMS ID _____
Email _____	Phone _____
Is this internship at a company where you currently work? <i>(circle one)</i>	YES NO
Are you a College of Management Student? <i>(circle one)</i>	YES NO
Position Start Date _____	Concentration _____
When will you take the course <i>(circle one)</i>	Fall Spring Summer
Desired registration (note: registration is based on internship placement, not concentration) <i>(circle one)</i>	AF MGT MKT MSIS

CM CAREER SERVICES OFFICE USE ONLY:

<i>CM Career Services Signature</i>	_____
<i>Date</i>	_____
<i>Nature of internship / Academic discipline:</i>	_____

CM UNDERGRADUATE PROGRAM OFFICE USE ONLY:

<input type="checkbox"/> Completion of 75 credit hours	<input type="checkbox"/> Minimum 2.5 cumulative GPA at UMass Boston
<input type="checkbox"/> Completion of one concentration related course	<input type="checkbox"/> Completion of 21 credits in Management Core & Foundation courses
<i>Registration for :</i> AF MGT MKT MSIS	<i>Registration number</i> _____ <i>Term Code</i> _____