

**BBA INTERNSHIP PROGRAM CHECKLIST**

**Deadlines to apply for internship program:**  
**semester**

**August 1<sup>st</sup> for fall semester**  
**December 1<sup>st</sup> for spring**

**May 1<sup>st</sup> for summer semester**

- Identify an organization that is willing to provide you with an internship**
- Obtain a job description from your employer**
  - The job description must fulfill the following guidelines:
    - Printed on the organization's letterhead
    - Description of your job duties
    - Signed by your employer
- Complete the Work Agreement Form**
- Complete the Internship Advisor Form**
- Submit the following items to your academic adviser**
  - Job description on the organization's letterhead
  - Work Agreement Form
  - Internship Advisor Form
- Adviser forwards all forms to the Internship Coordinator for approval**
- Internship Coordinator contacts the person who will supervise the student and approves or disapproves the internship**
- Adviser registers student for BBA 408**
  - You cannot self-register for BBA 408
- Fulfill the job duties of the internship as prescribed by your employer**
- Check your Blackboard email weekly**
- Write the final report and submit in Blackboard**
- Ensure that your file is complete**
  - Your employer will need to fill out two evaluations of your work during the fall and spring semesters; one during the summer session. The Internship Coordinator will send them to your employer.

