



Internship Package Cover Sheet

BUSN 390 – Internship in Business

To be completed by Supervising Faculty Member

Student Name: _____

Semester/Year: _____ Fall Spring Summer

Instructions

Read internship instructions before completing. Submit all documents to the Department of Business Administration – DF 236. Forms and details: <https://www.kutztown.edu/DBAInternships>

Required Documents

- Internship/Field Experience Registration Approval Form
- Internship/Field Experience Site Approval Form
- Signed Employer Confirmation Form
- Job Description
- Student's Resume
- Student's Unofficial Transcript
- BUSN390: Internship Assessment Agreement Form

Eligibility Questions

- Yes No Have you verified the internship with the internship supervisor?
How? In person Email Phone
- Yes No Is the company on the pre-approved list?
- Yes No Will this student have 60 credits completed by start of internship?
- Yes No Does this student have 21+ credits from business courses and GPA 2.0+ in the major and overall?
- Yes No Has the students had an employment relationship with company?
If yes, attach explanation.

Certification and Signatures

Faculty Supervisor Signature: _____ Date: _____

DBA Chair Signature: _____ Date: _____