Semester: Fall 20___  Spring 20___  Summer 20___

Student Name: ________________________________  Rowan ID: ________________________________

Local Address: ________________________________  Telephone: ________________________________
E-Mail: ________________________________

Major: ________________________________  Credit Hours Completed: ________________________________

Title of Internship Position: ________________________________  Compensation: ________________________________

Planned Dates of Internship: ________________________________  Planned Hours per Week: ________________________________

Organization Name: ________________________________  Number of Employees: ________________________________

Organization Address: ________________________________

Immediate Supervisor: ________________________________  Title: ________________________________
Telephone: ________________________________  E-mail: ________________________________

Please provide a detailed account of responsibilities and activities to be performed during the internship. If possible, provide an estimate of the time to be spent on each of the identified activities. Attach additional pages if needed.

********************************************************************************
I have discussed and understand the duties required of the internship as identified above.

Student Signature: ________________________________  Date: ________________________________

I have discussed with the above named student the requirements of his/her internship with us, and I approve of his/her participation in the Supervised Internship Program.

Signature of Company Representative: ________________________________  Date: ________________________________

Signature of Faculty Supervisor: ________________________________  Date: ________________________________

* Please refer to the back side of this page for course descriptions and prerequisites.
COURSE DESCRIPTIONS AND PREREQUISITES

Supervised Internship in Accounting
3 Credit Hours
Prerequisites: Major in Accounting, completion of 57 credit hours, Intermediate Accounting I
Description: This course includes accounting field experience in government, industry or non-profit organizations. Trainees are given assignments that prepare them for productive employment upon graduation. The learning process is monitored by an Accounting faculty member.

Supervised Internship in Finance
3 Credit Hours
Prerequisites: Principles of Finance
Description: This course concerns field experience in the finance discipline which includes commercial banking, investment banking, brokerage houses, corporations, government, and not-for-profit organizations. Trainees are given assignments that prepare them for productive employment upon graduation. The learning process is monitored by a Finance faculty member.

Supervised Internship in Management
3 or 6 Credit Hours
Prerequisites: Major within the College of Business, completion of 57 credit hours, Organizational Behavior or Organizational Behavior – Writing Intensive
Description: This course includes field experience in government, business, industry or non-profit organizations. Trainees are given assignments that prepare them for productive employment upon graduation. The learning process is monitored by the College of Business faculty members.

Supervised Internship in MIS
3 Credit Hours
Prerequisites: Major within the College of Business, completion of 57 credit hours
Description: This course includes field experience in government, business, industry or non-profit organizations. Students complete assignments that prepare them for productive employment upon graduation. The MIS faculty member will partner with each employer and student to define and enrich the student’s work experiences and to monitor and assess the learning process.

Supervised Internship in Marketing
3 Credit Hours
Prerequisites: Major within the College of Business, Principles of Marketing, 9 credit hours in 300 level Marketing courses
Description: This course is intended to provide students with actual business experience. Fieldwork is combined with lectures and discussion sessions in the classroom. Registration in the course and prior approval from the instructor are required.