

College of Business Administration Intern Checklist

If you accept an internship opportunity, then:

- _____ 1. Register with CES and submit the Faculty Approval Form signed by the College of Business Administration's faculty liaison.
- _____ 2. Attend an Outbound Advising session for University Recognition.

If you are completing an internship as an undergraduate or graduate student during the fall or spring semester and you want to:

- Remain a full-time student and avoid the re-admittance process
- Defer student loans and repayment
- Keep your six-month grace period with financial aid
- Remain eligible for scholarships
- Remain eligible for your health insurance
- Retain your KSU e-mail account
- Enroll with your peers

then you must register with Career and Employment Services to receive either University Recognition or Academic Credit.

To receive **University Recognition**, you must:

- _____ 1. Complete the Career and Employment Services reporting forms
 - See www.ksu.edu/ces/explearn/repforms.html

To receive **Academic Credit (3 hours unrestricted elective, grade)**, you must:

- _____ 1. Enroll in an appropriate internship course
- _____ 2. Complete the Career and Employment Services reporting forms
 - See www.ksu.edu/ces/explearn/repforms.html
- _____ 3. Give an oral presentation
 - Scheduled by the College of Business Administration