UNIVERSITY OF WEST GEORGIA  
RICHARDS COLLEGE OF BUSINESS  
POLICIES AND PROCEDURES FOR INTERNSHIPS WITH  
ACADEMIC CREDIT

Internships at UWG may be taken for academic class credit or for academic recognition (notation on transcript, but no credit). Internships for academic credit are processed through the academic department in which credit is sought. Internships for academic recognition are processed entirely through the Career Services Office.

The following are policies and procedures for internships with academic credit in the Richards College of Business.

1. **Qualifications:**  
   Minimum 2.5 GPA  
   Major status  
   Other pre-requisites may be required by the department for specific internships.

2. **Academic Requirements**  
The student will work with a professor assigned by the department chair, who (in consultation with the departmental chairperson) will determine the academic requirements*, the credit hours and the final grade for the internship.

   *At a minimum these requirements will include –
   i) a weekly journal listing all activities;
   ii) a research paper or project; and
   iii) an evaluation from the supervisor.

3. **Student Responsibilities**
   a) Obtain an internship information packet from his/her advising department
   b) Provide a letter and/or an official job description from the employer, describing and verifying the internship employment and signed by a representative of the employer; *
   c) Obtain written approval from the assigned professor and the chairperson;
   d) Submit completed and signed documentation to the Assistant Dean for final approval;
   e) Submit the appropriate forms to register the internship and pay the appropriate registration fees; **

   To receive credit, internships must be registered on or before the last day of drop/add at the beginning of the semester.

* Internship credit will not normally be given for a job where the student is employed on an on-going basis.

** Students are encouraged to register any academic credit internship with Career Services in order to concurrently receive ‘academic recognition’.
Professional Practice Application

Please complete this form. For Academic Recognition return along with your signed agreement forms to the Career Services Department in Parker Hall Room 364. For Academic Credit return with appropriate documentation to your academic major department. If you have questions, please contact Career Services at 678.839.6630.

Name ___________________________________________________ Student ID Number ______________
(Last) (First) (M.I.)

Major: ___________________________ Minor: ___________________________ Overall GPA: _______

Student Classification: ___ Freshman ___Sophomore ___Junior ___Senior ___Graduate ___Other
Of other, please specify: __________________________

Permanent Address:________________________________________________________________________
City: ______________________________________________    State: __________ Zip:________________

University Address:________________________________________________________________________
City: ______________________________________________    State: __________ Zip:________________

Home Phone: ________________     University Phone: ________________ Cell Phone: ________________
Email: ___________________________________________________________________________________

U.S. Citizen?  ___Yes   ___No If not, where is your permanent residence?____________________________

If not a U.S. Citizen, do you have an F-1 Visa?  ___Yes ___No   If yes, do you have a work permit?  ___Yes ___No

Are you a veteran?  ___Yes ___No   If Yes, dates of service: ________________ Branch: _______________

Physical Limitations? ___Yes ___No

Location Preference:  ___ Local          ___ Atlanta          ___ Other
If other, please specify: _____________________________________________________________________

Do you have reliable transportation?  ___Yes ___No

What are you interested in?  ___ Co-op  ___ Internship If Co-op, which program?  ___ Alternating ___ Parallel

Are you seeking academic credit?  ___Yes ___No   If yes, contact your department chair for academic requirements.

Would you be willing to work in a non-paid volunteer internship?  ___Yes ___No

Release Statement

I hereby authorize the UWG Department of Career Services/major academic department to release, on my behalf, such information contained in my education records as is necessary to aid employers in assisting my potential for employment, (i.e. transcript, resume, application, etc.). I understand that this information will be disclosed to those persons within the employer’s organization who have been determined by that organization to have a need to know. If accepted for a Co-op position, I understand that the transcript information may be made available quarterly to the Co-op employer. I understand that this information is released pursuant to Section 438(b) 4(B), or the Family and Privacy Act of 1974 and will not be released to any other party without consent.

______________________________________________________ ______________________________
Signature Date

The University of West Georgia is an equal opportunity educational institution.
Richards College of Business
University of West Georgia

INTERNship/INdependent Study Variable Credit Approval Form

Name: ________________________________ Semester _____ Year ______

Last First Middle

UWG ID No.: _________________________ Student Classification: ___ Graduate

UWG Email: _________________________ ___ Senior

Daytime Phone: ____________________ ___ Junior

COURSE INFORMATION

DEPT. COURSE NO. SECTION (ASSIGNED BY REGISTRAR’S OFFICE) CREDIT HRS.

____  _______  _______  _______

Title of Course as it will appear on student’s transcript: (cannot exceed (26) spaces - including spaces and hyphens)

_____________________________________________________

Supervising Professor: (please print) ________________________________

Signature of Supervising Professor    Date

Signature of Department Chair    Date

Signature of Assistant Dean (Internship Only)    Date

Original to Registrar's Office - Must be submitted on or before last day of drop/add for the given semester

Copies: Student File

Assistant Dean (Internship Only)

Career Services (Internship Only)