



THE FLORIDA STATE UNIVERSITY  
COLLEGE OF BUSINESS

## Internship Course Request and Agreement Form

Name: \_\_\_\_\_ FSUSN: \_\_\_\_\_  
Email: \_\_\_\_\_ Student Phone #: \_\_\_\_\_  
Major: \_\_\_\_\_ Course Number: \_\_\_\_\_  
Internship Company: \_\_\_\_\_ Location: \_\_\_\_\_  
Semester Interned: \_\_\_\_\_ Compensation: \_\_\_\_\_  
Duration of Internship (# of weeks and hours per week): \_\_\_\_\_  
Supervisor (and contact information): \_\_\_\_\_  
How did you obtain this Internship: \_\_\_\_\_

### GUIDELINES:

1. The student must be formally admitted into the College of Business and have completed the prerequisites for an internship based on their major.
2. The intern must work a minimum of 6 weeks and \_\_\_\_\_ hours.
3. The internship is worth \_\_\_\_\_ credit hours.
4. Internship credit will not be granted retroactively.
5. Internships are overseen by the Director of Internships in conjunction with the host company field supervisor.

### RESPONSIBILITIES OF THE STUDENT:

1. Perform all duties and responsibilities in a professional manner.
2. Abide by the personnel policies of the host company or agency; maintain regular and prompt attendance; contact the appropriate supervisor when questions arise.
3. Maintain confidentiality with regard to sensitive information gained in the work environment.
4. Complete all assignments listed on the internship syllabus
5. Maintain contact with your faculty advisor.
6. Payment of the tuition for the internship course.

By signing this agreement, you consent to being registered for the internship course if you are successfully placed in an internship. You will be liable for tuition and will abide by the responsibilities outlined above. Failure to abide by these policies and the internship syllabus will result in an unsatisfactory (U) grade in the internship course. You will also no longer be able to take advantage of the Internship Programs Office.

**Approval:** \_\_\_\_\_  
Timothy J. Middleton, Director

\_\_\_\_\_  
Student

### Return form to:

Timothy J. Middleton  
Rovetta Business Building, Room 327  
PO Box 3061110  
Tallahassee, FL 32306  
[tmiddleton@cob.fsu.edu](mailto:tmiddleton@cob.fsu.edu)  
(850) 644-8495 Office  
(850) 645-9410 Fax

Office Use Only:  
Date Returned:  
Date Enrolled in Course: