



INTERNSHIP

School of Business and Economics
Department of Economics and Finance
APPLICATION



The following are components of the Internship Program Application Packet:

- > Completed Application Form
 - > Resume
 - > 2 Non-Faculty References
- > Printed Degree Audit
 - > 2 Faculty References
 - > List of Companies Interested In

Last Name: _____ First: _____ MI: _____

Student ID: _____ Major: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Field of Interest for Internship: _____

Preferred Companies: _____

Faculty References: Obtain 2 signatures from SBE faculty members who are familiar with your work. Please note faculty references may be contacted for additional information regarding your qualifications.

Faculty (print): _____ Faculty (print): _____

Signature: _____ Signature: _____

Date: _____ Extension: _____ Date: _____ Extension: _____

Non-Faculty References: Letters of Reference are not required; however, please include phone numbers.

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Phone: _____ Phone: _____

I, _____, hereby authorize the School of Business and Economics to share my resume with internship host agencies/organizations. Furthermore, I am aware the Internship Coordinator and/or Department Chair have the ability to contact the above references, both faculty and non-faculty, at their discretion for more information regarding my qualifications. If I miss the internship deadline or do not provide a complete packet, I am aware that the selection will then be based on a first-come first-serve basis. **I am aware that in order to apply for an internship through the School of Business and Economics that I must have an overall GPA of 2.0 and a GPA in my major of 2.5 and I meet this requirement. I am in good standing with the College of Charleston and am not on probation nor do I have a "XF" on my transcript.**

Student Signature: _____ Date: ____/____/____

* Completed Applications should be returned to Tracy Clifford, Beatty 100 as soon as possible*



**School of Business and Economics
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INTERNSHIP CHECKLIST**

Below is an INTERNSHIP CHECKLIST for your reference. For this checklist to be helpful, please mark off which tasks you have completed. Once you have a complete Internship Package please turn in all materials to Tracy Clifford, Internship Coordinator, in Beatty Center 100.

Checklist:

- Obtain application from Barbara Hand or Tracy Clifford, Beatty Center Rm. 100.
- Application form is complete; have 2 faculty signatures and 2 references listed; have indicated field of interest; listed company preferences; have signed and dated.
- Degree Audit is printed from CougarTrail.
 - * The degree audit is used as reference to ensure you have the requisite course hours, GPA, and major. The audit will remain in your file and will NOT be shared with any host organizations.
- Formal Resume is complete and has been reviewed.
 - * If you would like your resume reviewed before submission, please email cliffordt@cofc.edu with your resume and a statement of your interest in an internship.
- SBE Career Services Resume Release Statement is complete.
- Application form, degree audit, resume and resume release statement have been submitted to Tracy Clifford or Barbara Hand by application deadline.
 - * Applications received after deadline will be processed on a first-come, first-served basis.