



APPROVAL FOR PARTICIPATION IN CCM'S INTERNSHIP PROGRAM  
for  
BUSINESS ADMINISTRATION and  
BUSINESS PROFESSIONAL

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Internship Semester

- 1. Faculty Approval:** Please take this form to the Business Department Faculty Internship Advisor in Cohen Hall room 204 for consideration and signature. If you are asking to remain at a current job or have a job offer that you wish to use for your internship experience, please be prepared to discuss the job with your Faculty Internship Advisor.
- 2. Submit Application Forms:** Submit this signed approval form, your internship application, and any additional completed documentation, such as a Position Activities / Job Description form, to the Office of Career Services in the Student Community Center, room 118, or by email to career-services@ccm.edu.
- 3. Register for Internship Credits:** You will be notified when your internship experience approval is finalized and be directed to register and pay for the appropriate internship credits.

If you have any questions, contact the Office of Career Services at (973) 328-5245 or the Business Department at (973) 328-5656.

.....  
The above-named student is approved for participation in CCM's Internship Program for the semester noted, pending approval of the proposed work site.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Faculty Internship Advisor



## CREDIT INTERNSHIP PROGRAM at CCM

*Please print clearly*

MAJOR \_\_\_\_\_ PARTICIPATING SEMESTER \_\_\_\_\_

STUDENT ID \_\_\_\_\_ NAME \_\_\_\_\_

CITY \_\_\_\_\_ PHONE \_\_\_\_\_

CCM E-MAIL \_\_\_\_\_ @student.ccm.edu

### RELEASE:

I understand that the credit-bearing Internship program is a graded academic course, for which I agree to register and pay for tuition as I would for any other class, for the semester in which I am working. I also understand that my resume or employment qualifications may be provided to prospective employers. In addition, any information given to me by the Career Services staff about current positions should not be shared with other students or community members to ensure work-site confidentiality.

I have read, understand, and accept the above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

..... **Office Use Only** .....

Approved Curriculum# \_\_\_\_\_ Credits \_\_\_\_\_ GPA \_\_\_\_\_

Using Own Job (Attach Job Description)  New  Existing

CCM Referral Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Contact/Phone/Email: \_\_\_\_\_

Credits: 3Cr  2Cr  1Cr  Term: \_\_\_\_\_ Start Date: \_\_\_\_\_ Wage: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

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