

GRADUATE CAREER MANAGEMENT CENTER
Graduate Internship Course—Graduate Internship Registration Form (Form 1)

PLEASE PRINT CLEARLY

| | | |
|---|-------------------------|-------|
| Name: | Phone: | |
| Student ID Number: | Email Address: | |
| Degree Program (circle one): MBA MS | Major: | |
| Date of Graduation: | Country of Citizenship: | Visa: |

This form is in reference to the above student's registration in one section of the Graduate Internship Course (BUS 9801, 9802, or 9803) offered by the Zicklin School of Business. Guidelines for registration and completion of the course are based on the terms set by the Graduate Curriculum Committee of the Zicklin School at Baruch College. Outlined below are those terms, as they relate to the student, employer, and College.

THE STUDENT AGREES TO: Enroll in BUS 9801, 9802, or 9803 concurrently with the internship. Develop learning and performance objectives commensurate with the requirements of the course and employer. Immediately inform the Graduate Career Management Center and the faculty supervisor of any problem or changes in status. Abide by the regulations and policies of both the internship program and employer.

THE COLLEGE AGREES TO: Assign a faculty internship coordinator to provide academic guidance and monitor the academic progress of the student concurrently with the internship. Serve as a liaison to the employer as needed. Determine a grade and award college credit for successful job performance and completion of course work.

THE EMPLOYER AGREES TO: Designate an individual to supervise the student. Communicate to the student his/her responsibilities and performance expectations. Provide an evaluation of the student, to give to the faculty internship coordinator and Graduate Career Management Center, at the end of the semester or employment period.

ALL PARTIES UNDERSTAND: Registration in the course in no way guarantees employment for said period of time. Semester dates, as defined by Baruch College, determine course enrollment but not necessarily the employment period. Registration deadline dates are, without exception, October 31st for the fall term, March 31st for the spring term, and July 15th for the summer term. **Note:** *International students on F-1 and J-1 visas are authorized to work only in concurrence with course enrollment, and may begin employment immediately upon registering for the course and receiving employment authorization from the International Student Services office. Those who miss the registration deadline date for the current term are ineligible to begin employment until they are able to register for the following term. International students cannot extend the duration of their program in order to take an internship.*

By signing this form, you acknowledge your understanding of and agree to comply with the above terms.

GRADUATE INTERNSHIP COURSE ASSIGNMENT

Name: _____ Student ID Number: _____

How did you find this internship? _____

Company Name: _____

Company Address: _____

Supervisor's Name: _____ Supervisor's Title: _____

Supervisor's Phone: _____ Email: _____

Hours Per Week: _____ Salary: _____

Your Job Title: _____

COURSE: BUS 9801 _____ **SEMESTER:** _____

STUDENT SIGNATURE: _____ **DATE:** _____

EMPLOYER SIGNATURE: _____ **DATE:** _____

GCMC SIGNATURE: _____ **DATE:** _____

GRADUATE STUDIES SIGNATURE: _____ **DATE:** _____

INT'L STUDENTS OFFICE (if applicable): _____ **DATE:** _____

COURSE: BUS 9802 _____ **SEMESTER:** _____

STUDENT SIGNATURE: _____ **DATE:** _____

EMPLOYER SIGNATURE: _____ **DATE:** _____

GCMC SIGNATURE: _____ **DATE:** _____

GRADUATE STUDIES SIGNATURE: _____ **DATE:** _____

INT'L STUDENTS OFFICE (if applicable): _____ **DATE:** _____

COURSE: BUS 9803 _____ **SEMESTER:** _____

STUDENT SIGNATURE: _____ **DATE:** _____

EMPLOYER SIGNATURE: _____ **DATE:** _____

GCMC SIGNATURE: _____ **DATE:** _____

GRADUATE STUDIES SIGNATURE: _____ **DATE:** _____

INT'L STUDENTS OFFICE (if applicable): _____ **DATE:** _____