Instructions for

Internship Registration (Paid)

Go to the College of Business internship site using this link:

Program Internships - Eastern

Scroll down to the right facing arrow and Business Administration.

Click on that and a drop-down menu appears.

Click on either the "paid" or "unpaid" version of the form.

Note: The Registration Form stays on the web. You do not need to download it or print it. It will circulate to all the different approval levels if filled out correctly.

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- **Student Signature:** click on the highlighted area and a faux cursive signature will appear. The date will populate automatically.
- **Major:** Business Administration
- **Overall GPA:** Can be found in your degree evaluation form on e-web.
- **Subject/Course Number:** BUS/490
- **Section:**
  - Check e-web to ensure you enroll for your desired section.
  - Typically two sections in Spring and Fall – 01V or 02V. Typically offered as either "E25" or "E26" over the summer.
- **Title:** Internship in Business Administration.
- **Credits:** "3" (The class is only offered for 3 academic credits/units.)
- **Paid or Unpaid:** Click the appropriate box.

PLEASE DOUBLE CHECK THAT YOU HAVE FILLED OUT ALL THE REQUIRED SECTIONS. THIS INCLUDES SEMSTER & YEAR, ETC.

Approval Signatures: This section is reserved for all the appropriate faculty and staff at Eastern that must review and sign off on your application. The Adobe form will circulate to all approvers in succession. **Any omission from the above instructions will cause a delay in approvals.**

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When you complete this form, your host company supervisor will be contacted separately for their signature.

Company information:

- **Host Company:** company name
- **Address:** where will the internship be conducted (location)?

Internship Supervisor information:

- **Name**
- **Title**
- **Email**
- **Phone**

Internship Role & Objectives.

- **Objectives:** Describe the duties you will undertake.
- **Schedule:**
    - Include the total number of hours you plan to work per week.
    - Otherwise describe the weekday schedule to the extent possible.

Signatures

- **Student/Intern:** Click in the highlighted area and print your name, then sign the form (the date will autofill).

You are finished with this form. See the instructions below for the required "Co-Op" materials.

Click on this link: Co-op Registration Materials - Eastern

You need to register your Paid Internship as a Co-Op as well.

There are three forms that must be completed. You should download, print, and complete these Co-Op registration materials.

1. **The Registration Form:**

In the shaded areas please indicate the **semester and year** of your paid internship/Co-Op. Then put in your **Student Name and Eastern ID#.** At the bottom of the form, above your signature space, put the number **3 in the shaded credits box**. Put your signature in the appropriate space, the date you signed, your email address, and phone number.

2. **The Student Contract Form:**

Read the contract in full. At the bottom of the form print your name, sign your name, put the date you signed, and finally your student ID.

3. **The Employer Verification Form:**

Enter all the information requested in the shaded areas. **Student Information. Employer Information. Co-Op Position Information.**

In addition to the forms, you will need to provide these three things:

- The internship offer letter from the Host Company. An official email is acceptable.
- A description of the position you will undertake as an internship.
- A copy of your current resume.

Email all the completed documents to Karen Crowley in the Office of Career Services – crowleyk@easternct.edu. You may also hand deliver the paperwork to the Office of Career Services located in the basement of the library.