## Course Name

*Examples:* INTERN: Business Planning; R&C: Competition Policy

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<tr>
<th>Quarter/Year</th>
<th># of Credits</th>
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<th>Course Number</th>
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*Examples:* ACTG 404; MKTG 505

See the By Arrangement Request Form for a complete list of course numbers.

### Student Name

PSU ID#

Address

City/State/ZIP

Day Phone

Evening Phone

Email

### Faculty Sponsor:

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**INTERNSHIPS ONLY:**

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<tr>
<th>Company Name</th>
<th>Supervisor Phone</th>
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<tr>
<th>Supervisor Name</th>
<th>Supervisor Email</th>
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**1. Learning objectives:**

*For internships:* These objectives should relate to your 300/400 level or 500 level business coursework. *Examples:* Develop business-planning skills; Enhance database management skills in a corporate environment.

**2. Assignments:**

- Informational Interview
  (See attached form or contact Student Services in SBA 240 for details.)

- Journalize progress

- Internship Project or Paper

**3. Deadlines:**

- Turn in to Student Services prior to end of internship.

- Weekly / Monthly (circle one)

- One week before end of grading period

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Student Signature

Date

Instructor Signature

Date

*Please turn in completed contract and By Arrangement Form to SBA 240.*