Business (BUS) 299**- *Business Internship* Course Enrollment Form**

Please complete and submit this Form with your **Internship Offer Letter to:**

**Jeff Headtke**

jheadtke@illinois.edu

1055 Business Instructional Facility (BIF)

Gies College Office of Undergraduate Programs

**Your Information:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UIN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship/Co-Op Information:**

Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship/Co-Op dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach a brief description of your Internship/Co-op duties/responsibilities if they are not noted on your Offer Letter:

I agree **(please initial)** to the below noted BUS 299 course **enrollment conditions:**

\_\_\_\_\_ The BUS 299 course is required for Curricular Practical Training Program eligibility.

\_\_\_\_\_ The BUS 299 course is a condition of your internship/Co-Op.

\_\_\_\_\_ Tuition and student fees are accessed for your enrollment in the BUS 299 course.

\_\_\_\_\_ Zero credits will be earned from the BUS 299 course.

\_\_\_\_\_ Successful completion of both your Internship/Co-op and BUS 299 course are required to earn zero credit.

\_\_\_\_\_ You will earn either the Satisfactory (S) or Unsatisfactory (U) Grade Symbol from this course. Your earned Grade Symbol will not affect your Cumulative Grade Point Average.

The academic requirement of the Business Internship course includes, but is not limited to:

1. A 3 to 5 pages Reflection Paper to be submitted **before the date** selected by the course instructor. You will receive an email with detailed Reflection Paper information.
2. A discussion regarding your Internship/Co-Op experiences with the BUS 299 instructor.

Student Signature Date

Business 299 Course Instructor Date

OUP Use Only

Enrolled:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Req Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_