

Stuart School of Business  
**UNDERGRAD AND PhD INTERNSHIP CHECKLIST**

*Use this step-by-step checklist to make sure you have completed each of the necessary steps for engaging in an internship.*

**In order to apply I must do the following:**

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**Final Approvals**

**Step 2:**

*(OAAA & CMC has appointment and open advising hours – see website for open advising hours)*

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**Step 3:**

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- MUST**
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Stuart School of Business  
Career Management Center  
565 W. Adams St., 4<sup>th</sup> Floor,  
Chicago, IL 60661  
Ph: 312-906-6555/6542  
Fax: 312-906-6511

## INTERNSHIP AUTHORIZATION ADVISOR'S RECOMMENDATION FORM FOR INTERNSHIP

### I. To be completed by the STUDENT:

### II. To be completed by the ACADEMIC ADVISOR

*I confirm that the employment listed below is in the student's field of study, is appropriate given the student's degree level*

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## **INTERNSHIP AUTHORIZATION STUDENT AGREEMENT**

**Stuart School of Business  
Career Management Center  
565 W. Adams St.,4<sup>th</sup> Floor,  
Chicago, IL 60661  
Ph: 312-**

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