

**Internship Preapproval Form**  
**Management and Human Resources Department**  
*College of Business Administration*  
*California State Polytechnic University, Pomona*

**Please note the amount of work hours/units and select the correct course.**

**MHR 441**  18-35 Hrs/Week **2-Unit Course**  1<sup>st</sup> Time  2<sup>nd</sup> Time  Paid  Unpaid

**MHR 442**  36-40 Hrs/Week **4-Unit Course**  Paid  Unpaid

Quarter:  Fall  Winter  Spring  Summer Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Bronco ID: \_\_\_\_\_ CPP Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Career Emphasis: \_\_\_\_\_

**(You must do your Internship during the same quarter as you are registered for the course—No Exceptions!)**

Internship Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Internship Position Title: \_\_\_\_\_

Are you using your current job to fulfill your internship requirement?  Yes  No

**Internship Forms Checklist (For Student Use)**

**Please use this list to check that you have done all forms required. You must submit all forms fully completed to the MHR Dept. Office 164-3064 or your forms will not be accepted!**

1.  Internship Pre-Approval Form
2.  Partner Agreement Form
3.  Learning Plan
4.  Release of Liability Form
5.  Student Emergency Contact Form
6.  Site Self-Assessment Form
7.  Job Announcement or Job Description specifying duties and tasks. **Must be signed by your Supervisor.**

**MHR Department Use Only:**

Denied:

Approved MHR \_\_\_\_\_ CRN \_\_\_\_\_ Prof. \_\_\_\_\_ Per # \_\_\_\_\_ Email \_\_\_\_\_

Faculty or Department Chair Signature: \_\_\_\_\_