



Internship/Applied Research Application

For internships to be counted for academic credit, the internship must be related to your major and allow you to gain experience in your field of study. The application process is as follows.

1. Complete the application form on the School of Business website
 - a. Business-Internship-Applied-Research-Application.pdf (See Below)
 - b. Be sure to select the appropriate term: fall, spring, summer
 - c. Be sure to select the appropriate number of credits you wish to receive for the internship (1 through 6); The hours related to the number of credits represent the minimum hours that must be worked to obtain the credits. There is no maximum.
 - d. Students must be working during the academic term in which they are enrolled in the internship course.
2. Email the completed application to adummer@leeuniversity.edu
3. Once the application has been reviewed and approved, you will be automatically enrolled in the appropriate internship course. The course will be displayed in Moodle, and all assignments and due dates will be outlined in the syllabus.
 - a. The course is independent, so it is imperative you stay current with assignments. There is no make-up for incomplete assignments.

It is not necessary to meet with me prior to filling out the internship application. If you have questions specific to process or the course requirements, please reach out to Amy Dummer. However, if your questions relate to cost, financial aid, or international requirements, you will need to speak with the appropriate parties.



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Please return by email or in person once the entire application has been completed.

Part One: to be completed by the student:

Student Name:

Student ID:

Student Major:

Semester of internship:

Credits seeking: (1 CR = 45 work hours)

Company Name:

Supervisor Name:

Supervisor Contact: Email

Phone (direct line:

Description of Position:

Why is this internship relevant to your major?

How are your job duties going to prepare you for your career goal?

Part Two: to be completed by the company:

Expected start date:

Expected end date:

Expected hours per week:

Description of the position and duties the intern will be expected to perform:

Supervisor Name:

Supervisor Contact:

As part of the internship program, we ask that the supervisor provide two evaluations during the internship process:

1. Mid-internship evaluation – at the mid-point of the internship, we ask that you evaluate the student's progress related specifically to performance of tasks, including timeliness, willingness to ask questions, and quality of work. We also ask that you speak to any changes in the original intent of the internship. For example, a reduction or increase of hours, increased or diminished responsibilities, etc. This evaluation can be performed through email, phone, or zoom. I will contact you through email to set up the evaluation using your preferred format.
2. Completion of internship evaluation – at the completion of the internship, we ask that you evaluate the student's overall performance using the same process as the mid-internship evaluation. The evaluation should address the following:
 - a. Performance of tasks
 - b. Willingness to ask questions
 - c. Preparedness for the work assigned
 - d. Quality of work
 - e. Ability to work well with others
 - f. Capability of the student to succeed in such a position
 - g. Possession of skills similar to those required by new hires

Thank you so much for your time and relationship with Lee University. If you have any questions or want to chat at any time, please feel free to contact me:

Amy Dummer – email address: adummer@leeuniversity.edu