BOSTON COLLEGE
OFFICE OF THE ASSOCIATE DEAN
CARROLL SCHOOL OF MANAGEMENT
CSOM PRACTICUM FORM

NAME ___________________________ EAGLE ID # ___________________________

EMAIL ___________________________ GRAD TERM ___________________________

SPONSORING ORGANIZATION ___________________________________________

POSITION ___________________________________________________________

FALL SPRING SUMMER 20 _____

AGREEMENT

I agree to supervise the above named student and provide a final evaluation upon successful completion of the internship.

NAME ___________________________ SIGNATURE ___________________________

POSITION/TITLE _______________________________________________________

PHONE or EMAIL ADDRESS _____________________________________________

DEAN’S APPROVAL FOR CREDIT

SIGNATURE OF DEAN ___________________________________________________

THIS CERTIFIES THAT _______________________________________________ WILL RECEIVE ONE

ACADEMIC CREDIT FOR AN INTERNSHIP WITH ___________________________

DATE ___________________________
CSOM PRACTICUM FOR CREDIT FOR INTERNSHIP

CSOM students who have completed courses through the first semester of sophomore year are eligible to seek one credit P/F internships. Students are responsible for locating the internship but registration is done in the Associate Dean’s Office.

Several Restrictions Apply:

1. You cannot receive more than 2 practicum credits during your four years at BC.
2. No more than one practicum per semester or per summer.
3. The practicum must be at least 10 hours per week.
4. The internship must be unpaid.

Registration:

After you have completed the form, bring it to the Associate Dean’s office in Fulton 315. The form requires the signature of the supervisor at the internship site, a description of responsibilities and a promise to submit an evaluation of work when the internship is complete. It is your responsibility, when the internship is complete, to have an evaluation letter submitted to the Associate Dean’s office. You will not receive a grade until the letter has been submitted.

Consideration in Selecting an Internship:

Practical business experience can be an important complement to your academic studies. But it is important to remember that you should not sacrifice academic performance for the sake of experience.

Make sure that you will be in a position to learn as well as do.

Make sure that the number of hours required is reasonable, given the demands of your time.