H. Wayne Huizenga College of Business and Entrepreneurship
NOVA SOUTHEASTERN UNIVERSITY

NSU Florida

HCBE Graduate Academic Internship Request Form

STUDENT INFORMATION

Name: _____   NSU ID: _____

Degree and Concentration: _____   Internship Semester/Year: _____

Email: _____@mynsu.nova.edu   Phone: _____

Student's Signature: _____   Date: _____

Are you on F-1 Visa? Yes _____ No _____

(If yes complete the CPT form located at https://www.nova.edu/internationalaffairs/students/forms/cptgp.pdf and submit to your academic advisor)

> This form must be submitted to your Academic Advisor no later than the specific date noted for the semester in which the internship is requested. Fall: July 20th, Winter: November 20th, Summer: April 1st. Internships are 16 weeks in the fall and winter semesters and 12 weeks during the summer. Internships registration must be completed no later than the add drop period for the start of the semester.

STEP 1: ACADEMIC ADVISING

Internship eligibility is dependent on department-specific academic requirements at the time of application. Schedule an appointment with your Academic Advisor to gain information on deadlines impacting registration and academic credit.

I, _____, have determined that the above named student meets internship
        (Print Advisor's Name)

requirements and I have specified the student's GPA's and credit hour below.

Cumulative GPA: _____   Program GPA: _____   Earned Program Credit Hours: _____

Academic Advisor's Signature: _____   Date: _____

Advisor Email Address: _____

STEP 2: CAREER DEVELOPMENT

STEP 2A: APPOINTMENT WITH THE CAREER DEVELOPMENT OFFICE

Schedule an appointment with the Career Development office and meet with a Career Advisor to: (1) Create an internship strategy and/or review internship site(s) and (2) discuss how to gain the most out of your internship experience.

STEP 2B: EMAIL YOUR INTERNSHIP FORM TO THE CAREER DEVELOPMENT OFFICE

Once you have located your internship site, it is time to seek approval for your location. Email your internship materials (job description, job offer letter, and names of supervisor: international students on and F-1 Visa will also be required to submit an internship agreement form) to Nick Escalante iescalan@nova.edu. Once your site is approved, Career Development will introduce you to your academic department faculty contact via email.

Name of Organization: _____

Organization Contact Information: _____

Career Representative Signature: _____ Date: _____

STEP 3: ACADEMIC DEPARTMENT

Provide your internship site information, to your academic department contact, to determine if your internship is aligned to your academic program and to obtain final approval to participate in the internship. Include a letter from the supervisor/employer confirming the duties and number of hours to be worked per week, as well as a student letter of intent explaining your goals for the internship and potential outcomes upon completion. To determine who your academic department contact is visit the following site and select "HCBE Graduate Internship-Faculty Contact List" https://www.nova.edu/career/students/pgexp.html

Department Faculty Chair Signature: _____ Date: _____

The Department Faculty Chair will email the completed form to the advisor listed on the form (see step 1 for advisor email) so that the overrides can be entered on the student record to facilitate registration. Please allow 48 business hours for records to be updated and the student to be contacted.

Department Chair contact will save the copy of internship materials to the college share drive.

STEP 4: ACADEMIC ADVISING

Within 48 business hours of notification the academic advisor will update the student account to facilitate registration for the student into the internship course by academic discipline. Once this has been completed the academic advisor will reach out to the student.

Upon registration, international students will need to obtain a signed CPT form from their academic advisor.

STEP 5: CAREER DEVELOPMENT (IF APPLICABLE)

International students will need to take the CPT form to the Office of Career Development for an additional signature before it can be submitted to the Office of International Students and Scholars.