

## **BUS 475 – INTERNSHIP WAIVER – 8/28/08**

**Please note that BUS 474 Professional Development Seminar cannot be waived.**

### **1. CRITERIA**

Per the catalogue, “Under exceptional circumstances and on approval by the Division Dean, student work experience may qualify for waiver and such credits made up by an elective course. Written applications for waiver, along with supporting documents, must be made a semester in advance.”

No application for a waiver will be considered before all supporting documents have been received.

Students applying for a Business Internship waiver must:

1. Have worked in their field of concentration,
2. For a minimum of two years, full time,
3. In an executive position. For example: bank teller, sales associate, cashier, clerk, secretary, administrative assistant, etc. do not qualify.

### **2. APPLICATION PROCEDURE**

Please note that the application must be received in your junior year: a full semester before the semester that you will have to do your internship if not waived. Example if you plan to graduate in May 2007, your application must be received at the latest within the first month of the fall semester 2006. Your application will not be considered if you do not fulfill this requirement and/or do not submit a complete application package.

Please submit, *nb: documents which are not in perfect English and format will not be considered.*

- a. A letter of application to the Division Dean,
- b. A resume indicating: mailing address, telephone, email, concentration, date of expected graduation. Said resume must be in line with the rest of the information that you are submitting,
- c. A current unofficial transcript,
- d. A signed letter of recommendation on university stationery to the Division Dean from a full time professor in your field of concentration evaluating your professional experience based on your performance in class and recommending you for a waiver,
- d. Supporting documents for your employer (s) are required to verify the eligibility criteria described above :
  - Employment contracts with dates, number of hours per week, job description, pay slips with title (if you wish, they can be helpful), etc.
  - Affidavit from Employer addressed to the Division Dean, if still employed there, verifying the three eligibility criteria above (field of work, executive position, date of hiring in said position). This is not a recommendation letter of character, etc. This affidavit must indicate the name of the person and his/her telephone and email address. *When applicable, the supporting documents must be signed and on an original letterhead.*