



**Intern Eligibility Form:** Complete this form and turn it, along with a recent DegreeWorks audit and current résumé to the public relations internship advisor. Remember that **Intern Eligibility** is separate from finding an internship position and seeking approval for it (**Approval of Internship Placement**).

**Section 1 - To be completed by the student. 700#: \_\_\_\_\_**

Name \_\_\_\_\_

Address \_\_\_\_\_

Preferred Email \_\_\_\_\_ UCM Email \_\_\_\_\_

Preferred Phone \_\_\_\_\_

# of Internship Credit Hours Desired: \_\_\_ Semester:  FL  SP  SU

Year: 20\_\_ Undergraduate credit desired? Yes  No

\*Graduate credit desired? Yes  No

\*Graduate students see your major internship advisor for your research requirements. This counts up to 30% of your grade. The research project must be pre-approved for internship eligibility.

Is this a required internship? Yes  No, it is elective.

Overall GPA \_\_\_\_ Major GPA \_\_\_\_

✓ Check the prerequisite courses you have completed, making sure to supply the grade you received. PR 1600, 2620, 3605, 3610 & 3620 are prerequisites. Additional elective internship hours require 3625 & 4680.

<input type="checkbox"/> PR 1600: ____ Grade Received	* <input type="checkbox"/> PR 3625: ____ Grade Received
<input type="checkbox"/> PR 2620: ____ Grade Received	* <input type="checkbox"/> PR 4680: ____ Grade Received
<input type="checkbox"/> PR 3620: ____ Grade Received	
<input type="checkbox"/> PR 3610: ____ Grade Received	

\*Course completion needed for **elective** internship credit only.

**Section 2 - To be completed by UCM PR internship advisor**

Prerequisites are completed with a grade of C or above. \_\_\_ Yes \_\_\_ No

The student's overall PR GPA is 2.33 or higher. Yes \_\_\_ No \_\_\_

Comments:

\_\_\_\_ Approved \_\_\_\_ Not Approved

Signed \_\_\_\_\_ (Dept. PR Program/Intern Advisor)

To be completed by UCM advisor:

Enrolled: \_\_\_ Yes \_\_\_ No

Date: \_\_\_\_\_

CRN: \_\_\_\_\_



PUBLIC RELATIONS AND STRATEGIC COMMUNICATION

**Approval of PR Internship Placement:** Complete **Section 1**, give it to your internship employer and have that person review it. If the organizational representative approves, he/she should draft a formal job description (on organizational letterhead) for your internship, attach it to this **Approval of PR Internship Placement** form and email, fax or mail it back to the public relations internship advisor. Remember that you must work 60 hours for every hour of credit you want to receive.

**Section 1, Step 1 - To be completed by student**

Student Name \_\_\_\_\_ Date \_\_\_\_\_
Preferred Email Address \_\_\_\_\_ UCM Email address \_\_\_\_\_
Employing Organization \_\_\_\_\_ Phone \_\_\_\_\_
Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_
Supervisor Title \_\_\_\_\_ Fax \_\_\_\_\_
Supervisor Email \_\_\_\_\_
Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_
Number of Hours Per Week \_\_\_\_\_ Total Estimated Hours \_\_\_\_\_
Graduate Research Project (Describe if applicable) \_\_\_\_\_

**Section 1, Step 2 - Submission from internship employer of formal job description (on letterhead)**

**Section 2 - To be completed by the UCM PR internship advisor:**

I have reviewed the information provided on this form and the formal internship/job description provided by the employing organization.
Comments:
\_\_\_\_ I approve \_\_\_\_ I disapprove
Signed \_\_\_\_\_ (UCM PR Advisor) Date: \_\_\_\_\_

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