

Steps	Description of Steps	Forms
1	Student receives a copy of an offer letter	Offer letter from company. We have a blank form that companies can use as a template to make sure we have the right information
2	Student needs to complete the CPT Authorization Form	CPT Recommendation Form
3	Once we have the offer letter and CPT Recommendation Form we need to send the student a Learning Contract	Learning Contract Template
4	Business Practicum Faculty Advisor signs the Learning Contract and CPT Recommendation Form	
5	Forms are given to the Dean for signature and processing	
6	Student is enrolled in MMG600A course	
7	Student (if international) is authorized to begin work	
8	Fifteen days after the student starts, they are required to send an update on what they are doing (a journal)	
9	SOM Business Practicum Faculty Advisor and student schedule biweekly meetings to talk throughout the semester	
10	Two weeks before the end of semester SOM Business Practicum Faculty advisor sends student assessment to supervisor	Blank Internship Assessment Form
11	Students present their internships to the SOM community/Internship Supervisors	Power Point Presentation
12	SOM Business Practicum Faculty Advisor calculates and enters grade for the student	