



BUSINESS LEADER DEVELOPMENT PROGRAM

BADM 4001: Business Leader Launch

Internship Agreement Form

BADM 4001 Business Leader Launch is an experiential learning course that is designed to enhance your education and preparation for your career. This experiential course focuses on synthesizing the knowledge you gained in the previous courses in the [Business Leader Development \(BLD\) Program](#) and in your other courses at GW into one culminating experience: whether it is an approved internship, undergraduate research, community-engaged scholarship, or selected student leadership positions at GWSB.

By the end of this course, students will be able to:

- Evaluate how their academic accomplishments (including coursework, co-curricular engagement, and the BADM 4001 experiential learning opportunity) contributed to their growth as a future business professional.
- Demonstrate the ability to forge positive relationships in their experiential learning opportunity.
- Review prior learning and past experiences [inside and outside the classroom] to reveal areas of skills and interest and identify those skills or knowledge they would like to develop as they prepare for a future internship, job, future educational opportunities, or career.
- Reflect on their undergraduate business experience and how it contributed to confirming or changing their decisions about their intended career path.
- Analyze how business organizations can positively contribute to a more diverse and inclusive workplace.

Student Guidelines

To enroll in the internship section of BADM 4001, students must have an internship/job during the semester/term they will enroll in this course.

- It is the student's responsibility to search for their own internship/job and complete all necessary steps for their internship search process.
- Students can search for an internship through the [GW Handshake](#) website.
- Students who need assistance with the internship search process should meet with a staff member from the [F. David Fowler Career Center](#).
- International students must meet with the International Services Office (ISO) to determine eligibility for Curricular Practical Training (CPT). The CPT Authorization process may take a minimum of three weeks; start this process well in advance of the start of the semester.

Registration Process

To register for this course, complete the following steps **before the end of the first week of classes**:

- Work with your supervisor to complete your respective sections of this Internship Agreement Form.
- Combine and submit the following into one .PDF document through the [BADM 4001 Registration Request Site](#).
 - This completed *BADM 4001 Internship Agreement Form*
 - The formal internship/job offer (this must be on a document that is communicated directly from the employer either by company letterhead or company email) that includes your job description/responsibilities.
- Note: The same internship cannot be used for this course and a capstone/practicum course (e.g., TSTD 4102) in the same semester.
- GWSB Undergraduate Programs will review your forms and notify you of the decision to enroll you into BADM 4001. This review process will be completed on a rolling basis before the deadline or until the section is full, whichever comes first.

Course Requirements

- Students will attend BADM 4001-Internships during the [designated meeting day/time](#) for this section.
- Readings/assignments: all formal course requirements will be outlined in the syllabus and Blackboard.
- Students will be required to work a minimum of 70 hours at their internship site during the semester of enrollment.
- A satisfactory evaluation from your supervisor is required at the end of semester/term.

BADM 4001 - Business Leader Launch Internship Agreement (Student)

Student Instructions: Complete this form and ask your employer to confirm the information by signing the Employer section (pages 4 and 5) of the Internship Agreement. Submit this form to GWSB, along with your formal internship/job offer, through the [BADM 4001 Registration Request Site](#).

Student Information

Name	GWID

GW Email Address	Cell Phone Number

Major(s) / Concentration(s)	Expected Graduation Semester	Expected Graduation Year
	Fall Spring Summer	

Internship Semester	Internship Year	International Students Only	
		Visa Type	I have met with an ISO Advisor to determine my eligibility for CPT
Fall Spring Summer			Yes No

Internship Information

Note: You must submit a copy of an offer letter on official letterhead and a job description with this form.

Internship Position Title

Internship Start Date	Internship End Date

Expected Number of Weeks at Internship	Expected Number of Hours Per Week	Expected Total Number of Hours *

* A minimum of 70 hours must be completed during the course of the semester

Organization / Company Name

International Students Only:

International Students on an F-1 Visa who wish to complete an internship outside of GW during their period of study must receive Curricular Practical Training (CPT) work authorization. CPT is permission to engage in off-campus employment or an internship related to your degree program. Before submitting this form, reference the CPT Guidelines for eligibility criteria and reach out to the International Services Office (ISO) if you have additional questions. If you are eligible for CPT, proceed to the next step:

- Complete this form and submit it to GWSB through the [BADM 4001 Registration Request Site](#) with the required documentation and signatures from your supervisor.
- A GWSB advisor will prepare a CPT letter of support that you will submit with your CPT request (plus a copy of this form and its required documentation from your employer) in [the ISO Gateway](#). Allow 7-10 business days.
- Once the ISO receives your request and CPT letter of support, allow 10 business days for processing. You must be registered for the course for the ISO to approve your request.

Name	GWID

(International Students on an F-1 Visa Only) Explain, in detail, how this internship is directly related to your major area of study:

Internship/Job Agreement (Employer)

Employer Instructions: Please review the information on the preceding pages to confirm that the information and learning outcomes provided by the student intern are accurate. An overview of the program and the requirements and guidelines for employers are below.

Program Overview

BADM 4001 *Business Leader Launch* is a required course for the Bachelor of Science Degree at the George Washington University School of Business. This experiential course focuses on synthesizing the knowledge gained in the previous courses in a development series and in the student's other courses at GW into one culminating experience: whether it is an approved internship, undergraduate research, community-engaged scholarship, or selected student leadership positions at GWSB.

Students will complete assignments related to career engagement, communication, leadership, teamwork, supervision, and career/occupational preference in the workplace.

Employer Requirements / Guidelines

- To enroll in the internship section of BADM 4001, students must have a formal internship/job offer for the semester they will enroll in this course. The student must submit a copy of the internship/job offer on official letterhead and/or email along with an internship position description.
- The duration of the internship is at the discretion of the organization and can exceed the length of the semester. For the purpose of this course, the student intern must work a minimum of 70 hours during the duration of the semester and the internship should be flexible to accommodate the student's course schedule.
- In the fall and spring semesters, internships are generally part-time, not to exceed 20 hours a week for students who are enrolled full-time.
- The internship should provide significant opportunities for students to gain practical experience that complements their academic learning; clerical tasks should comprise no more than 20% of an internship. We encourage you to work with your intern/employee to ensure a mutual understanding of their role, responsibilities, and potential learning in this position.
- The internship site supervisor should also provide training, supervision, guidance, and regular feedback. **At the end of the internship, the employer will be required to complete a final evaluation of the student's performance.**
- The internship may be paid or unpaid. If the internship is unpaid, seven criteria must be met as outlined by the US Department of Labor (see USDOL, Fact Sheet #71: *Internship Programs Under the Fair Labor Standards Act* at [WHD Fact Sheets | U.S. Department of Labor](#)).
- If you have any questions or concerns, please email the GWSB Undergraduate Programs at gwsbadv@gwu.edu

	Name
Student Information:	

Job/Internship Employer Information

Organization Name

Organization Address

Organization Website	Organization Phone Number

Organization Industry



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BADM 4001: Business Leader Launch

Internship/job Agreement (Employer, Page 2)

	Name
Student Information:	

Supervisor Information

Supervisor Name

Supervisor Title

Supervisor Email (an official company email address [@companydomain] is required)	Supervisor Phone Number

I have reviewed and confirmed that the information that the student provided is accurate. Furthermore, I confirm that the internship adheres to the student and employer requirements/guidelines listed above.

Employer Signature

Date