

# Student Application

SUNY Buffalo State University  
 Business Department Internship Program (BUS 488)  
 Professor Lynne M. Scalia, Internship Coordinator  
 1300 Elmwood Avenue – Chase Hall 335, Buffalo, NY 14222  
 (716) 878-5322 Phone & Fax  
[scaliaim@buffalostate.edu](mailto:scaliaim@buffalostate.edu)

## Form #1

*Submit a hard copy of all completed application forms to Professor L. Scalia.*

Date:

Last Name:  First Name:

Major:  Concentration:

Semester/Year Requesting Internship:

Banner #:  Year in School:

Overall GPA:  /4.0 Major GPA:  /4.0 Graduation Date:

Permanent Address:

Street City, State Zip Code

Local Address:

Street City, State Zip Code

Phone #:  Email:

List the courses you will take simultaneously with your internship:

COURSE	DAYS	TIME

Career Goal:

Internship Area of Interest (ex. management, human resources, marketing, sales, fundraising, market research, event planning, etc.):

Company Preferences:

Have you made initial contact with the above companies?  Yes  No

If so, which ones(s)?

**NOTE:** You must apply the semester prior to placement. A decision is made on a *first-come first-serve basis*. The *first-round* of applications will be reviewed starting on **February 1 for Summer and Fall placements and October 1 for Spring placement** and will continue until the class is filled. Do not delay in submitting your application. A complete application includes: Student Application: Form 1, Career & Professional Education (CAPE) Verification: Form 2, a copy of Degree Works, and a resume and a cover letter (critiqued by the Career & Professional Education -CAPE Staff). Materials must be submitted to Professor Lynne M. Scalia, Business Department Internship Coordinator, Buffalo State College, 1300 Elmwood Avenue - Chase Hall 335, Buffalo, NY 14222.