

DIRECTIONS FOR APPLYING FOR INTERNSHIP POSITION

1. This is a three hour elective
 - MK 445
 - MG 445
 - MBA 676
2. You must register and pay for the class.
3. Most Intern positions are paid.
4. It is your responsibility to pick up your syllabus before classes start and you must attend the first scheduled meeting.
5. **IMPORTANT:** Go to the student drive and find my folder, ***Gee, Morris***. Open this folder and find sub-folder **INTERNSHIP APPLICATION AND INFORMATION M. GEE**.
6. Open this folder:
 - First read all the information. Then write me a cover letter telling me anything you think I should know about you and your internship request.
 - Attach your resume and the application (this is a word document, save it and fill in by using your insert key) form to the cover letter and e-mail to me, mgee@uab.edu
 - Questions: Call me at 975-1987. I am only in my office, 209-A, after 2PM. My class schedule is posted on my door. Feel free to call my cell 229-7265 after you have sent me required information
7. This is not a fast process so the earlier you start the better. Come by my office and visit, send me e-mails, and stay on my radar screen. I have many students and I will need your help in this process. I have got to get to know you!
8. If you have contact with a company that you would like to intern with, let me know. We can talk about the company and I will help you get placed, but you have got to do your part. **We will work together as a team.**