

MBA candidates that have been determined to have two or more years of full-time professional work experience shall be exempt from the MBA Internship (BUSI 5999).

Internship Exemption Application Deadline for Summer 2018 Internships: Friday, September 22nd, 2017

**Please allow 10 – 14 business days for applications to be processed. Decisions will be sent via email to your Carleton address.*

Note that the definition of full-time work does not include the following:

- Co-op work experience at the Undergraduate Level.
- Summer work experience at the Undergraduate Level.

Work experience that may be considered:

- Co-op work experience at the graduate level may be considered.
- Post undergraduate full-time professional work experience.
- Relevant experience at other times evaluated on a case-by-case basis.

Those with a Professional Designation that can demonstrate that they are/have been actively maintaining the requirements of their designation will be considered.

It is the student's responsibility to provide sufficient proof of employment and responsibility level, so that the approving authority can evaluate the information and make an informed decision.

Request for Exemption:

Name: (please print) _____ Student Number: _____

Email: _____ Phone No.: _____

I hereby request an evaluation of my prior work experience with the objective of obtaining an exemption from BUSI 5999 (MBA Internship), a 1.0 credit course which is a requirement for graduation from the Sprott MBA Program.

I understand the Sprott School of Business has the right to verify my employment and that by signing this document I am providing them with explicit permission to communicate with my employer(s) if necessary.

I am submitting the following supporting documents, from which my eligibility for exemption will be evaluated:

- The most recent version of my resume.
- Letter(s) from the Human Resource Department of each relevant employer confirming the following:
 - The title of the professional position;
 - The major duties and/or responsibilities associated with the position(s) (note: a copy of your position description is suitable for consideration); and
 - Specific dates of employment.

I have the following years of combined full-time professional work experience, to date:

of Years: _____ # of Months: _____

I have a Professional Designation that should be considered: Yes / No (If yes, please complete below)

Please identify the Designation

Type of Professional Designation: _____

Date Designation Awarded: _____

Requirements to Maintain Designation: _____

*By signing below, you acknowledge your understanding that if your Application for Exemption from MBA Internship (BUSI 5999) is approved, you will be **ineligible** to apply for internship opportunities and/or pursue MBA internship employers sourced by the Sprott School of Business for employment opportunities including, but not limited to, internships while in program.*

Student's Signature: _____ **Date Signed:** _____

Office Use Only

Reviewed by: _____ **Date Verified:** _____

Approved by: _____ **Date Approved:** _____

Denied and reason: _____
