



First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

BU ID: \_\_\_\_\_ Total Years Employed in the Arts: \_\_\_\_\_

**Advanced Management & Consulting (AR 804) Substituting for Internship**

- Student has completed at least 6 required courses
- Has 2-4 years of experience in the arts—full-time paid position (not volunteer or internship)
- Request received for substitution (email or letter)
- Verification of work history received  
Employer letter(s) 1  2  3

**Internship Waiver Requirement**

- Has 4 years of work experience in the arts—full-time paid position (not volunteer or internship)
- Waiver request received (email or letter)
- Proposed B course to be taken instead of internship \_\_\_\_\_

**NOTE: If the course is not a group B course than advisor's approval is required.**

- Verification of work history received (letter from employer stating start / end work dates and hours)  
Employer letter(s) 1  2  3

Request Submitted On: \_\_\_\_\_

**\*The request must be submitted no later than 1 semester prior to expected graduation**

Approved By: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_