

Appendix G Proposed Internship Site/Intern Information

Submission of this form to the Internship Coordinator constitutes official notification that the student has been accepted for an internship at the indicated site and would like to serve an internship at this site. Any change in the student's internship site or dates of the internship must be reported immediately by the student to the Internship Coordinator.

Student Information		
Last name, First name		
Student ID #		
Student mobile phone #		
Student preferred email		
Expected date of graduation		
Credits earned for internship	Registered for _____ Credits	
Starting/ending dates		
Days and scheduled hours at site each week		
Total hours at site for entire internship	_____ Hours	
Student address during internship		
Internship Site Information		
Name of organization		
Department		
Internship is	Paid	Not Paid
Organization address		
Site Supervisor Name		
Site Supervisor Title		
Site Supervisor Phone		
Site Supervisor email		
Prerequisites for Student Internship Registration		
Minimum 2.0 cumulative GPA	Yes	No
Passed college writing exam	Yes	No
Have achieved Junior standing	Yes	No

Please list the internship site organization or company name and write a brief description of the business or activities for which the company is known. If known, please indicate the organizational department or office in which you will serve your internship.

Please indicate the internship duties that have been approved by your Faculty supervisor or Academic Internship Coordinator.

Student Statement of Internship Hours Served Form

Directions to the Student Intern: Please indicated the TOTAL NUMBER OF HOURS YOU WORKED AT YOUR INTERNSHIP SITE EACH WEEK. Sign and date this form in the space indicated at the bottom of this page.

Example: If your work hours looked like this for the week of February 1-7:

February 1	8 hours
February 2	4 hours
February 3	8 hours
February 4	7 hours
February 5	6 hours
Total	33 hours

Your summary of hours (as indicated in the chart below), should look like this:

Week	Total Hours
(Example) February 1-7, 2016	33 hours
Total Hours served for this internship (Add all the hours in the right hand column)	_____ Total Hours

Student signature: _____

Date: _____