

APPLICATION FOR AN INTERNSHIP (UNDERGRADUATE)

Registration for an Internship must be completed no later than the end of the official ADD/DROP period. No student should begin an Internship prior to officially registering. Completed application for an internship, including appropriate signatures, and required supporting documents must be on file at the Student Navigation Center, prior to the student's registration. Exceptions are subject to Chairperson approval. Day Cont. Ed

Please note that Internships through Continuing Education requires the signature of the Dean of Continuing Education and Non Traditional Programs.

Student's Name _____ ID# _____

Address _____ Telephone _____

E-Mail _____ Degree Program _____

Major _____ Class Year _____

Course # _____ Course Title _____ Number of Credits _____

Instructor _____ Department _____

Why an Internship? _____

Internship will begin: FALL _____ SPRING _____ SUMMER I _____ SUMMER II _____

Internship will be completed in: One Quarter _____ One Semester _____ One Year _____

Company Name/Department _____

Site Location Address _____

On-site Coordinator Name _____ On-site Coordinator Phone # _____

On-site Coordinator Email Address _____

Tuition and fees for an internship through Continuing Education cannot be waived and must be paid in full by all students at the time of registration.

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

*Chairperson's Signature _____ Date _____

**Dean's Signature (CE Course Only) _____ Date _____

***Chairperson's signature is always required. The chairperson of the subject matter must sign. (eg: IDS401 = IDS chairperson)**

****Internships offered through Continuing Education require the signature of the Dean of Continuing Education and Non-Traditional Programs, in order to approve funding prior to a student's registration.**