

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 Registrar's Office, prior to the student's registration.

Day _____ Continuing and Prof Studies
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 FULL SUMMER

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 and Professional Studies cannot be waived. All summer internships are offered through the School of Continuing and Professional Studies.

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

Chairperson's Signature _____ Date _____

Dean's Signature _____ Date _____

The Chairperson and Dean signatures are always required. The chairperson and dean of the subject matter must sign. (e.g., ACC485 = Accounting & Finance chairperson and Bertolon School of Business Dean). For day division internships the dean of the College or School of the course must sign. For Continuing and Professional Studies courses the Dean of Continuing and Professional Studies must sign.

Attached:

___ Site agreement

___ Learning agreement

___ Any additional departmental paperwork: _____