Internship Approval Form

Instructions

1. Complete this form and submit it to the Career Center.
2. Students must complete a minimum of 150 hours of internship experience (Example: 3 credits, 6 credits, etc.), unless otherwise approved by the department.
3. Students must submit a resume with this form.
4. Refer to Policy and Procedure 109.

Internships may be taken for **Only one such credit will be counted toward the 120 required for graduation.**

Student Information

Name | Student ID Number

Major | Graduation Date

Have you completed 1-2 internships? ☐

Internship Information

1. Organization/Department

Position Title | Hours per week

☐ Fall ☐ Spring ☐ Summer 20

Internship Responsibilities

Student Signature | Date

Name | Title

Address

Phone

Department and Dean Approval

Internship Supervisor Signature | Date

☐ For Department Chair ☐ For Executive Director

Department Chair/Director | Date

Department | Phone

Dean Signature