

**REQUEST FOR INTERNSHIP**  
**(Forms with missing information will not be processed)**

**Guidelines:** The student must prepare a preliminary request for an Internship and then review it with the professor. If agreement is reached, the student will prepare and submit this form to the appropriate academic dean. Copies will be kept by the student and professor.

*Student's Name* \_\_\_\_\_ *Student ID Number* \_\_\_\_\_

*Major* \_\_\_\_\_ *Total Credits Earned* \_\_\_\_\_ *Cum GPA* \_\_\_\_\_ *Major GPA* \_\_\_\_\_

*Course Name, Number* \_\_\_\_\_ *Credits* \_\_\_\_\_

*Semester:*      ☐ *Fall*              ☐ *Spring*              ☐ *Pre*              ☐ *Main*              ☐ *Post*

*Requested Professor* \_\_\_\_\_

**1. *Internship Site:*** (*List name of organization and address*)

---

---

**2. *Student Responsibility and Internship Duties*** (*information to be learned, desired outcomes, etc.*)

---

---

---

**3. *Timeline*** (*dates of internship, conference dates with professor, guidelines to be followed, exit target dates, etc.*)

---

---

**4. *Culminating activities*** (*written report, final production, demonstration, project, etc.*)

---

---

***Agreement statement and signature of student and professor.***

*Student* \_\_\_\_\_ *Professor* \_\_\_\_\_

A "Request for Non-Classroom Credit" add card should accompany this request.