

REQUEST FOR INTERNSHIP

Form must be completed and all signatures obtained before submission for the Dean's approval.

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.

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

Student's Name _____ Student ID Number _____

Major _____ Total Credits Earned _____ Cum QPA _____ Major QPA _____

Course Name, Number _____ Credits _____

Semester: ☐ Fall ☐ Spring ☐ Summer _____ Year

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 _____