

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 Credit _____
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 _____ -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 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 _____

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**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.