

INTERNSHIP APPLICATION FORM

Please complete this form, obtain the necessary signatures, and return it electronically to careersvcs@enc.edu at The Career & Professional Development Office on or before each semester's "add" deadline, which is determined by the Registrar's office.

Student Information

Today's Date: _____

Name: _____
Address (during internship): _____
City: _____ State: _____ Zip: _____
Phone: _____ Campus Phone: _____ Campus Box #: _____
Email: _____ Major: _____ Minor: _____
Date of Graduation: _____ Academic Advisor: _____ GPA: _____
Home Address: _____

Internship Site Information

Name of Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Site Supervisor: _____ Title: _____
Phone: _____ Fax: _____ Email: _____
Website: _____ (Print Clearly. We must have a valid email address)
Your Position Title: _____
How much will you be paid per hour? _____ Hours/Week: _____
Start date: _____ End Date: _____ Total Weeks: _____

Credit Registration Information

I am applying for (Check One): [] Fall 20____ [] Spring 20____ [] May-Term 20____ [] Summer 20____
*Internship Faculty Supervisor (Print Name): _____
Type of Credit: *Non-credit____ *Graded Academic Credit____ *Pass/Fail Academic Credit____
Course Name and Number (Example: FN 488): _____
Requested # of Credits for each semester (1 Credit = 35 Contact Hours):
Fall:____ Spring:____ May:____ Summer:____
Approved by the _____ Department

***A Working Portfolio and Professional Journal are required. In addition, each department may assess the student's internship and add additional requirements.**

****There is an internship fee attached to each internship, which depends on the total # of credits.**

Internship Project Proposal (To be completed by the student and faculty supervisor)

Internship Proposal (General Description of Internship):

List 2 Academic Goals / Learning Objectives (Things you hope to achieve or learn):

Description of Responsibilities (Specific duties and activities you'll perform):

Portfolio / Projects Assignments (What you'll include as part of the graded portfolio):

Approval

Name of Student (Please Print): _____

Signature of Student: _____ Date: _____

Name of Internship Faculty Supervisor (Please Print): _____

Signature of Internship Faculty Supervisor: _____ Date: _____

Name of Internship Site Supervisor (Please Print): _____

Signature of Internship Faculty Supervisor: _____ Date: _____

Signature of Career & Professional Development Director: _____ Date: _____

**** You must turn in all the required paperwork electronically to careersvcs@enc.edu, in addition to this application, to the Career & Professional Development office for approval. Once it is approved, it will be sent to Registrar's office. This process should happen on or before the "add" deadline. The paperwork includes application, the professionalism in internship form, offer letter, resume, and waiver (if internship is off campus).**