

## Internship Qualification Form

Complete this form to confirm that you have received and accepted an offer for an internship.

Name: \_\_\_\_\_ Major: \_\_\_\_\_

Term of the Internship:      SPR      SUM      FALL      2019      2020      2021

Will you be taking the internship for course credit?      Yes      No

How many internship credits will you be using?      1      2      3

Name of Employer (provide full name of the organization):

\_\_\_\_\_

Title of your internship position: \_\_\_\_\_

Hours per week: \_\_\_\_\_ Compensation Type:      Hourly      Stipend      Unpaid

Provide a brief description of your internship with specific goals.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Internship Experience Mentor Information

Include complete and accurate contact information about your supervisor below.

Supervisor Full Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

Complete this form and email (3) items to the Internship Coordinator:

- 1 - Internship Qualification Form
- 2 - Offer letter
- 3 - Job description

\*These three items must be submitted in order to verify the organization and student qualifications for an internship for academic credit\*.

**\*International Student**      Yes      No