

## Internship Qualification Form

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

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

Date: \_\_\_\_\_

Term of the Internship:  SPR  SUM  FALL  2021  2022  2023

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

Will you be using Internship for credit: (check one circle) \_\_\_ In the Major | \_\_\_ For 120 requirement

What is your anticipated graduation date?

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

\_\_\_\_\_

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

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

Hire Date:  (ex:mm/dd/yyyy) Pay Rate: \_\_\_\_\_

Expected Internship Start Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_

### Internship Experience Mentor/Supervisor Information

Include complete and accurate contact information about your mentor/supervisor below.

Supervisor Full Name: \_\_\_\_\_

Supervisor Job Title: \_\_\_\_\_

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

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

### Complete this form and email (4) items to the Internship Coordinator:

- 1 - Internship Qualification Form
- 2 - Offer letter/Email (showing proof that you were selected for the Internship)
- 3 - Job description written by the Employer
- 4 - Resume used for application

**\*The four items listed above must be submitted in order to verify the organization and student qualifications for an internship for academic credit\*.**

\*International Student Yes No