



INTERNSHIP APPLICATION FORM
APPLICATION FOR UNDERGRADUATE INTERNSHIP WITH EXTERNAL AGENCY

INSTRUCTIONS: This document is to be filled out online by the faculty advisor/coordinator with the student. Handwritten forms will not be accepted. Simply fill in the appropriate information wherever there is red text. Please attach department requirements. Signature page must have all signatures before being presented to the Dean for approval.

Department Name: \_\_\_ 497 \_\_\_ 597 Number of credits: \_\_\_\_\_

Contact Hours: \_\_\_\_\_

(University Policy requires 45 contact hours for 1 credit)

Semester/Session that you are requesting your Internship Study: Year: \_\_\_\_\_

Session: [ ] Fall [ ] Spring [ ] Summer If Summer Session: [ ] A [ ] B [ ] C

STUDENT INFORMATION
Name: \_\_\_\_\_ Student ID: \_\_\_\_\_
SCSU Username: \_\_\_\_\_ Phone: \_\_\_\_\_
Class (Check one): [ ] Freshman [ ] Sophomore [ ] Junior [ ] Senior [ ] Graduate

INTERNSHIP COORDINATOR/ACADEMIC ADVISOR/FACULTY SUPERVISOR INFORMATION
Name: \_\_\_\_\_ Department: \_\_\_\_\_
SCSU Username: \_\_\_\_\_ Phone: \_\_\_\_\_

EXTERNAL AGENCY SUPERVISOR INFORMATION
Name of Supervisor: \_\_\_\_\_ E-mail: \_\_\_\_\_
Name of Agency: \_\_\_\_\_ Phone: \_\_\_\_\_
Address: \_\_\_\_\_
Street Town State Country

DESCRIPTION OF DUTIES (not to exceed 300 words)

Dean's Approval: \_\_\_\_\_ Date: \_\_\_\_\_
Signature

## SIGNATURE PAGE

This Internship/Contractual Agreement is accepted by the following:

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

SCSU Supervisor : \_\_\_\_\_ Date: \_\_\_\_\_  
*Internship Coordinator/Academic Advisor/ Faculty Supervisor*

External Agency Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(or attach letter)

Department Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_  
*Please print chairperson name*

Department Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_  
*Chairperson signature*

Dean of Arts & Sciences: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** It is the responsibility of the student, faculty supervisor, and department chairperson to make a file copy of this proposal for their records. The Dean's Office will send a copy of page 1 to the Internship Coordinator (or Academic Advisor) if the Dean approves the proposal. If the Dean cannot approve the proposal as submitted, the Dean will return the application to the coordinator/advisor with a written explanation. The coordinator/advisor should notify the student of the need for revisions.