

# Eberly College of Business & Information Technology

## Internship Application

Students, together with faculty members supervising internships, are requested to initiate this application and have it processed through the approvals as early as possible. Internships must be approved through this process and will not be granted after the fact.

A	<b>Educational Information</b> (To be completed by student)	<b>Responses in this Section</b>
1	Last Name	
2	First Name	
3	Middle Initial	
4	Banner ID	
5	Home Address	
6	City/State/Zip	
7	Cell Phone	
8	Campus Address	
9	IUP Email Address	
10	Alternative Email Address	
11	Major/Minor	
12	Academic Advisor	
13	Undergraduate or Graduate	
14	GPA	
15	Credit hours completed prior to internship	
16	Anticipated Graduation Date	
B	<b>Internship Information</b> (to be completed by student and verified with faculty member)	<b>Responses in this Section</b>
1	Proposed Semester for Internship (Fall, Spring, Summer, Winter)	
2	Year of Internship	
3	Total Requested Credits for Internship (120 hours = 3 credits 240 hours = 6 credits)	
4	Internship Company/Agency	

5	Specific Department within Company	
6	Company Address	
7	City/State/Zip	
8	On-site Supervisor Name	
9	On-site Supervisor Phone	
10	On-site Supervisor Email	
11	Proposed Start Date per offer letter	
12	Proposed End Date per offer letter	
13	Number of Weeks	
14	Total Hours/Week	
15	Paid or Non-Paid	
<b>C</b>	<b>Course Information (to be completed by faculty member)</b>	<b>Response in this Section</b>
1	Course/Internship Subject Letters	
2	Course/Internship Course Number	
3	Course/Internship Title	
4	Course/Internship CRN Number	
5	Course/Internship Section Number	

**Please Read:**

1. A one to three-page Job Description of the internship duties, Unofficial Transcripts, Resume, Course Syllabus, and Offer Letter (on official company letterhead or from an official company email) must be attached.
2. IUP does not provide liability coverage for students while on internship.

<b>Internship Approval (the following signatures must be obtained in sequence)</b>	<b>Signature in this Section</b>
Student Signature and Date:	
Faculty Internship Supervisor and Date	
Chairperson Signature and Date	
<b>Completed Application, all materials, and signed forms, must be delivered at this point to Maureen Bash in 301 Eberly. Student (copy to faculty) will be notified via email once they are registered for the Internship.</b>	
Dr. Strittmatter (Assistant Dean) and Date	