

Internship/Field Experience Application

Deadlines: Fall (July 1), Spring (Nov 1), Summer (variable). Signed form must be received at least 45 days prior to start of the experience. No credits will be granted retroactively.

Section A – Demographic and Education Information - To be completed by Student

Last Name				First Name			
Banner ID				IUP Email Address			
Mobile Phone Number				Major			
Academic Advisor				Undergraduate or Graduate			
GPA		Credit hours completed prior to internship		Anticipated Graduation Date			

Section B – Internship Information – To be completed by Student

Dates of Internship (exact start and exact end date as per offer letter)									
Minimum required hours for internship (40 hours = 1 credit)				Weekly hours					
Credit hours requested				<i>If this brings you over 17 credits for the semester, you need to submit an excess credit form</i>					
Internship Company/Organization						Paid/Non-Paid Internship			
Specific Department within Company									
Address - City/State/Zip									
On-site Supervisor Name									
On-site Supervisor Phone						On-site Supervisor Email			

Please note:

- Include job description of the internship duties and the offer letter (on official company letterhead or from an official company email with start and end dates) with this application
- IUP does not provide liability coverage for students while on internship

Section C – Course Information – To be completed by Internship Coordinator or Department Chair

Term, Year		Course & Number		Section	
CRN		Current Agreement in Place? Check https://wiki.iup.edu/display/IAFE :			

Section D – Approval and Commitment

Student Signature and Date	
Chairperson OR Internship Coordinator Signature and Date	
Faculty Internship Supervisor and Date	

Complete application with attachments must be emailed to Eberly Assistant Dean

Section E – Dean’s Office Approval

Site agreement active?	
Assistant Dean Signature and Date	

Section F - Post-Approval

Title IX Qualtrics completed?		Site Safety form completed?	
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