** Internship Pre-Approval Checklist** (Can be customized per departmental needs)**:**

**This checklist serves to assist you in collecting all the required information to complete the Academic Internship Application.**

*Internships provide the opportunity for a transformational experiential learning process that allows students to apply classroom learning to real-world settings. During the internship process, many students solidify their post-graduation plans and make important professional connections that lead to full-time employment. The first step in successful internship experiences is collaboration between the student, the faculty instructor and the Office of Career and Professional Development to research and identify the best internship site to match the student’s skills and passions. Throughout this process, students should utilize all resources available to them such as their faculty, professional network, Internet resources including Hatter Jobs and LinkedIn, Stetson alumni, and Career and Professional Development staff.*

**Current Internship Information**

Semester to register for internship: FALL: \_\_\_\_\_\_\_ SPRING: \_\_\_\_\_\_\_\_ SUMMER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Course Title (include course prefix and number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_ Half Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Company Web Address (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Position Title (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Start date: \_\_\_\_\_\_\_\_\_\_\_ Estimated End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Is this internship paid? Yes No

Hours worked per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Site Supervisor name/email/phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Department of the Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Instructor name/email/phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Advisor Name/email/phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learning Outcomes:

1.

2.

3.

4.

5.

Provide a brief Job description (or upload document):

Describe the office environment including dress code expectations:

Describe a tentative work schedule: