

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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