



INTERNSHIP POSITION ACTIVITIES / ADDITIONAL DUTIES

Student _____ Semester _____

Employer _____

Employer Address _____
Street City State Zip

Work Supervisor _____ Supv. Phone _____

Supervisor E-Mail _____

INSTRUCTIONS: **CURRENT** Employer (employed for more than three months): Complete Sections A and B.
NEW Employer: Complete Section B only.
Detailed instructions and additional space on reverse.

Section A: Job duties prior to internship semester: _____

Section B: Job duties / additional duties during internship semester: _____

Signatures:

Employer Supervisor Date

Faculty Advisor Date

Student Date

Faculty Use Only: Please register this student for
Course/Term _____

INSTRUCTIONS

We recommend that the student and the work supervisor plan this experience together so that all parties understand the commitment being made. Completed form must be signed by the student, the work supervisor and the faculty advisor before returning it to Career Services.

The final decision as to whether the quality and quantity of the learning experience is sufficient for academic credit rests with the faculty internship advisor in the student's academic department. Specific questions about the appropriateness of activities and goals should be directed to that individual.

Request to Remain with CURRENT Employer (Sections A and B):

A student may be able to use a current position (employed for more than three months) as an internship opportunity **if the employer is willing to enhance the position to include additional duties that provide new learning.**

1. Summarize current job duties in **Section A.**
2. identify additional duties for the internship semester in **Section B.** New areas of responsibility should be spelled out in some detail. In order for the experience to qualify for academic credit, there must be a significant amount of new learning taking place throughout the semester.

The faculty internship advisor will compare current job duties with the new activities planned for the internship semester.

NEW Employer (Section B only):

Please provide details regarding job duties for the internship semester in **Section B.** An attached job description is also acceptable.

Additional job description space for Section A or B:
