**Internship Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester of Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Important Deadlines/Due Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**# of Credits requested (# of hours required) – *circle one***

**3 (120) 4 (160) 5 (200) 6 (240) 7 (280) 8 (320) 9 (360)**

**Requirements Met:**

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUIREMENT:** | **YES** | **NO** | **COMMENTS** |
|  |  |  |  |
| Current Cumulative GPA of 2.50 or higher |  |  |  |
|  |  |  |  |
| Completed 80 credits (by start of internship, excluding credits at the 99 level of below) |  |  |  |
|  |  |  |  |
| Completed (or enrolled in during semester of application) at least three 300 to 400 level courses in student’s area of concentration |  |  |  |
|  |  |  |  |
| Completed (or enrolled in during semester of application) at least one (of 3 minimum) courses in student’s area of concentration at the 400 level  |  |  |  |
|  |  |  |  |
| Internship is being counted towards another major or minor (HR minor, etc.). Issue has been discussed with other department/program and any appropriate paperwork has been completed. |  |  |  |

**Additional REQUIRED PAPERWORK:** (Faculty--please check off receipt of the following items)

\_\_\_\_\_ University 509 Form

\_\_\_\_\_ Job Description on Company Letterhead

\_\_\_\_\_ Invitation from supervisor on Company Letterhead, must indicate dates of internship

\_\_\_\_\_ Student Learning Objectives Essay