



# Internship Application and Registration Form

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## PART I: To Be Completed By Student

Term/Year: [ ] Fall [ ] Spring [ ] Summer 20\_\_\_\_\_ Student ID Number: \_\_\_\_\_

Class Standing: [ ] FR [ ] SO [ ] JR [ ] SR [ ] Other Name: \_\_\_\_\_

Major 1: \_\_\_\_\_ Address: \_\_\_\_\_

Major 2: \_\_\_\_\_ Phone: \_\_\_\_\_

Internship Department: \_\_\_\_\_ Course: [ ] 343 [ ] 444 Internship I Credit Hrs: \_\_\_\_\_

Compensation: [ ] Paid [ ] Unpaid Course: [ ] 344 [ ] 445 Internship II Credit Hrs: \_\_\_\_\_

Please list previous internship academic credit: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

The internship is scheduled to begin on \_\_\_\_\_ and end on \_\_\_\_\_.

Write a brief internship proposal, no longer than three pages, typed and double-spaced. The proposal is to include the company/organization description, job description, learning objectives and activities, internship value and supervision of the position. Attach your proposal to this form.

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## PART II: To Be Completed By Faculty Sponsor

List times you will meet with student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## PART III: To Be Completed By Faculty Advisor

Do you support this application? [ ] Yes [ ] No

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## PART IV: To Be Completed By Department Chair

Do you support this application? [ ] Yes [ ] No

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## PART V: To Be Completed By Dean

Do you approve this application? [ ] Yes [ ] No NOTE: Student may not register without Dean's approval.

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Signed original sent to Registrar's Office or emailed to registrar@bellarmine.edu. Copies of signed original sent or emailed to above Dean, Department Chair and Career Development (careerdev@bellarmine.edu).***