



Application for Internship

(For Credit Internships Only)

Name		Banner ID	
Truman Email			
Local Address		City/State/ZIP	
Permanent Address		City/State/ZIP	
State and Country in which you will reside during the internship.			
Major		Semester of Internship	
Cumulative GPA		Credit Hrs. Earned	Total Internship Credits Proposed
Is this internship a part of a program that leads to professional licensure?			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
Anticipated Start Date of Internship		Anticipated End Date of Internship	
# of Hours Per Week to be Worked		Same # Each Week?	
		Yes <input type="checkbox"/>	
		No <input type="checkbox"/>	
Organization With Which You Will Intern			
Mailing Address of Organization			
Name of Internship Supervisor at Organization			
Title of Internship Supervisor at Organization			
Supervisor's Email Address			
Supervisor's Phone #			
Name of Truman Faculty Supervisor			
# of Internship Credit Hours Proposed		# of Evaluation and Analysis Hours Proposed*	
Course #		Evaluation Course #	
<p><i>* Not all departments have separate evaluation and analysis credits. Check with your advisor to determine the appropriate number of hours to request for your internship. Generally speaking, 1 credit is assigned for each 40 hours of work performed.</i></p>			
<p>Please attach documentation describing the learning objectives of the internship, the duties of the internship for which you have applies, and how you will achieve the internship learning objectives through your performance of the internship.</p>			

Required Signatures

Faculty Supervisor	I have been in communication with the site supervisor for this internship and I affirm that the proposed work is appropriate to satisfy the identified learning objectives pending successful completion of the outlined work by the student.
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Faculty Supervisor: Please attach a description of how the student's performance in this internship will be assessed.

Department Chair		
School Dean	Dean Signature Not Required by This Department (Check)	

Office Use Only

Date Received		Date Created	
Course CRN		Eval Course CRN	

This section to be completed by department for Fall and Spring internships and by the Institute for Academic Outreach for Summer Internships

Internship Education Guidelines

- The internship program is open to students of working toward a Bachelor of Arts, Bachelor of Science, or Bachelor of Fine Arts degree.
- Early applications are encouraged. Internship credit must be approved by the on-campus supervisor, the Dean of the School (for discipline-based internships) or the Director of Interdisciplinary Studies (for interdisciplinary internships).
- Students must have a minimum cumulative GPA of 2.75 or have a written letter of recommendation from the faculty (on-campus) supervisor justifying the waiver of the GPA requirement.
- A student may enroll for a maximum of 15 semester credit hours of internship. The 15-hour maximum includes the Evaluation & Analysis credit hours (if offered separately by the department). Standard tuition fees apply to internship credit hours.
- One semester hour of credit is based on a 40-hour work week. This includes the credit for Evaluation and Analysis.
- Internship credit is granted on a pass/fail basis. Evaluation & Analysis of Internship credit may be taken on either a pass/fail or on a letter grade basis, according to the department's discretion.
- The duties of the intern when placed in a specific job should be similar to those of a person who would be permanently employed in that position. As the student will be receiving college credit for the experience, the duties should be of a nature that would provide this level of experience.
- Each proposed internship should include an evaluation strategy. This strategy should consist of one or both of the options below.
 - During the course of the internship, the on-campus supervisor may make periodic visits to observe the student's work and to discuss with the on-site job supervisor any questions that may arise concerning the student's internship assignment. The form and frequency of any written reports by the student for the on-campus supervisor will be specified during the application process.
 - The on-campus supervisor may request the site supervisor complete and submit an evaluation at the end of the internship.
- All applicants will include a resume in their internship application.
- Upon final approval of the internship (after all necessary signatures have been obtained), the Department or the School Secretary (fall and spring semesters) or the Institute for Academic Outreach (summer session) will generate an internship sections(s) and provide the registration information to the student.