

# Professional Internship Program

## Student Application and Advisor Approval Form

### Instructions

Please complete this form (you may do so electronically). You must secure your Faculty Advisor's/Department Internship Coordinator's approval as indicated by their signature. Your signature is required as well. This form must be submitted with your Site Agreement Form to receive permission to register for the internship course listed on this form. It is your responsibility to make certain that all concerned parties have a copy of this document.

### Student Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Campus/Local Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Main Phone Number: \_\_\_\_\_  
Permanent/Home Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Permanent/Home Phone Number (with area code): \_\_\_\_\_  
Campus E-mail: \_\_\_\_\_ Personal E-mail (if preferred): \_\_\_\_\_

### Internship Information

Type of Internship Sought (HR/Finance/Law, etc.): \_\_\_\_\_  
Course Number and Title: \_\_\_\_\_ Is this your 1<sup>st</sup> Naz internship? \_\_\_\_\_  
Year: \_\_\_\_\_ Semester:  Fall  Spring  Summer

### Academic Information

Major: \_\_\_\_\_ Second Major/Concentration: \_\_\_\_\_  
Academic Standing:  Junior  Senior  Other \_\_\_\_\_  
Nazareth GPA: \_\_\_\_\_ Number of Semesters at Nazareth: \_\_\_\_\_  
If transfer, provide the name of the previous institution: \_\_\_\_\_  
Do you want this experience to fulfill your Experiential Learning (EL) requirement?  Yes  No

### Approval for Student to Complete an Internship

Advisor's Comments: \_\_\_\_\_  
 Approved  Conditionally Approved  Not Approved  
Advisor's Name: \_\_\_\_\_  
Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions, concerns, or issues should be directed to:



Internship Program  
Center for Life's Work  
Nazareth University  
4245 East Avenue  
Rochester, New York 14618-3790

Office: GAC-117  
Phone: (585) 389-2878  
E-mail: [internships@naz.edu](mailto:internships@naz.edu)  
Web Site: [www.naz.edu](http://www.naz.edu)

You may also direct inquiries to your specific Department Internship Coordinator.

## *Important Information for Summer Internships*

Students receive up to a two-credit offset to reduce tuition for summer internship courses. Complete this *Advisor Approval Form*, along with a *Site Agreement Form*, and return them to the Assistant Director of Internships by the start of the summer session. Forms must be fully complete and contain required signatures.

All students completing summer internships will register for the appropriate internship course indicated on this form.

3-credit internships must be at least 8-weeks AND 120-hours long. Registration for 3-credits internships must follow Summer A registration deadlines. Summer B is not long enough to accommodate 3-credit internships.

1-credit THA internships must be at least 5-weeks AND 50-hours long and can take place during Summer A or Summer B.

Forms must be submitted before the start of the internship and before the start of the appropriate summer session. Hours completed before submitting forms and before the start of the session will not count toward internship requirements.