

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 1st 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
Web Site: 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.