

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 approval as indicated by his or her signature. Your signature is required as well. You should make copies of this completed form for your Faculty Advisor and the instructor of your Internship Seminar. 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/CYD, etc.): _____

Course Number and Title: _____ Is this your 1st Naz internship? _____

Year: _____ Semester: Summer (will be registered in Summer A)

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 (new/2013 Core Curriculum students)? 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: _____

Nazareth Contact Information Questions, concerns, or issues should be directed to:

Internship Program Office: GAC-111
Center for Life's Work Phone: 585-389-2878
Nazareth College of Rochester E-mail: internships@naz.edu
4245 East Avenue Web Sites: www.naz.edu/internships
Rochester, New York 14618-3790

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

Important Information for Summer Internships

RECEIVING THE SUMMER SCHOLARSHIP

Although internships are courses and carry normal tuition, there are limited scholarships available equal to two credits of tuition for students completing three-credit internships.

****Be sure to complete both steps!****

1. Complete this *Application & Approval* form and return it to the Professional Internship Program office by the final billing date for the first summer term.
2. GO TO FINANCIAL AID and double check that you have completed all required forms for the coming school year (even if you don't normally qualify or receive aid). In order to ensure that you will receive the two credit scholarship, you should check that your Financial Aid package is complete (this needs to be done EACH year).

All students completing summer internships will be registered for the appropriate internship course during the first summer term (Summer A) but the internship will stretch over both summer terms (at least EIGHT weeks long and 120 hours to earn three credits).