

**Preliminary Internship Placement Application Form**

Filled out by \_\_\_\_\_ Date \_\_\_\_\_

**Organization Information**

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Internship Information**

Potential Internship Focus: \_\_\_\_\_ Should the intern be  Female  Male  Either?

Supervisor Name(s): \_\_\_\_\_ Position: \_\_\_\_\_

Briefly describe the primary responsibilities the Intern would have: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What type of internship placement do you want?

Summer (Full time for 10-12 weeks) Beginning \_\_\_\_\_ Ending \_\_\_\_\_

School year (Sept. – April)  9 hours/week x 1 yr  9 hours/week x 2 yrs  18 hours/week x 1 year

Full year (8 hours/week for 12 months)

Are you willing to:

Pay a Salary  Provide Room / Board (For summer Interns)

Give an honorarium  Pay for the students Internship Tuition

Help with expenses

What gifts, abilities, skills, and personality should the intern be developing? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read the Supervisor's Internship Manual and feel we could provide excellent supervision for an intern should one be assigned to us.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_