

INTERNSHIP PLANNING AND AUTHORIZATION FORM

This form is to be collaboratively completed by the prospective intern (if identified at the time of form completion), designated academic department contact and the Physical Facilities (PF), Physical and Capital Planning (P&CP) or University Sustainability staff member who will serve as the prospective intern's internship coordinator/supervisor. Intern employment is contingent upon securing sufficient funds and necessary approvals. With the exception of internships designated as "for credit only/without pay", this form must be attached to and routed with the "Request to Fill" for Physical Facilities administrative approval.

Prospective Intern (If identified at the time of form completion)

Name: _____

Phone: _____

Email: _____

Academic Department/
Major Field of Study: _____

Academic Department Contact

Name: _____

Phone: _____

Email: _____

Title &
Academic Department: _____

Internship Coordinator (PF, P&CP or University Sustainability)

Name: _____

Phone: _____

Email: _____

Title & Department: _____

Internship Information

Internship Topic: _____

Duration of Internship: _____

Number of Hours to be Worked per Week:

Proposed Rate of Pay: _____
(Hourly rate or "for credit only/without pay")

The following duties, tasks and projects will be completed in the context of this internship experience:

The aforementioned duties, tasks and projects relate to the prospective intern's academic program in the following manner:

The planned frequency of contact between the Academic Department Contact and the Internship Coordinator will be:

At the completion of the internship, the intern's performance as well as the overall success of the internship experience from the perspective of all stakeholders will be assessed by:

I have approved of and wish to proceed with the internship program described above.

Academic Department Date
Contact

Internship Coordinator Date
(PF, P&CP or University
Sustainability)

Senior Administrator Date
(PF, P&CP or University
Sustainability)