



# REQUEST TO TAKE AN INTERNSHIP

PLEASE FILL OUT THIS FORM COMPLETELY

Please check one:  Graduate/Post Baccalaureate Certification Student  Undergraduate Student

Enter semester/session and year in which you will be taking the course. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Semester Session Year

The below named student has permission to take an Internship. Is this a paid internship? YES \_\_\_\_\_ NO \_\_\_\_\_

**THIS FORM MUST BE TURNED IN WITH THE APPROPRIATE SIGNATURES BY THE STUDENT AT THE TIME HE/SHE SELECTS COURSES FOR A GIVEN SEMESTER**

\_\_\_\_\_  
Last Name First Name Student ID Number

\_\_\_\_\_  
Home Address City State Zip Code

\_\_\_\_\_  
Student's Signature Date Expected Date of Graduation Semester Year

\_\_\_\_\_  
KU E-Mail Address Telephone # Cell Phone #

\_\_\_\_\_  
Dept. & Course # Course Title Section Credits

**Please enter the course's start, midterm and end date if different from those of the semester or session in which it is being taught:**

\_\_\_\_\_  
Start Midterm End

\_\_\_\_\_  
Sponsoring Organization Organization's Website Address/URL

\_\_\_\_\_  
Address City, State, Zip Code

\_\_\_\_\_  
Industry Organization's Phone Number

**INTERNSHIP:** Signatures required for internships are the department chairperson, professor and that of the Dean of the appropriate College. (Dean of appropriate College refers to the Dean of the College in which the course is taught. For Graduate students and Post Baccalaureate Certification students, the signature of the Dean of Graduate Studies is also required.)

\_\_\_\_\_  
**PRINT Professor's Name** Professor's Signature Date

\_\_\_\_\_  
Dept. Chairperson's Signature Date Dean of College's Signature Date

\_\_\_\_\_  
Dean of Graduate Studies' Signature Date

**DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.**

Date Entered \_\_\_\_\_ Please add this course to the Schedule for the \_\_\_\_\_ Semester.

\_\_\_\_\_  
Course Prefix Section Credits Professor's Name

**UNDERGRADUATE COURSES:**

ANT	390, 391	Internships in Anthropology
ART	392	Field Experience in Art
BIO	390	Internship in Biology
BUS	390	Internship in Business
CDE	394	Communication Design Internship
CHM	390	Internship in Chemistry
CIS	280	Internship in CIS I
CIS	380	Internship in CIS II
CRJ	390	Criminal Justice Field Work
ELU	338	Internship in Early Childhood
GEE	390	General Studies Internship
GEG	394	Internship in Geography
GEL	390	Internship in Geology
HIS	390	History Internship
LIB	375	Field Work
MAR	390	Internship in Marine Science
MAT	280	Cooperative Internship in Mathematics
MUS	391	Field Experience in Music
PED	340	Internship in Coaching Education
PHY	390	Internship in Physics
POL	390	Federal, State or Local Government Internship
PSY	305	Practicum in Psychology
PSY	362	Internship in Industrial/Organizational Psychology
PSY	363/364	Clinical Internship in Psychology
SOC	390	Internship in Sociology
SWK	381	Field Instruction in Social Welfare I
SWK	382	Professional Seminar in Social Welfare I
SWK	383	Field Instruction in Social Welfare II
SWK	384	Professional Seminar in Social Welfare II
SPE	390	Speech Communication Internship
THE	390	Internship in Theatre
TVR	390	Senior Internship in Electronic Media
WRI	390	Writing Internship
WST	390	Internship in Women's Studies

**GRADUATE COURSES:**

BUS	590	Internship in Business
COU	590	Supervised Counseling Experience
COU	592	Field Experience I
COU	593	Field Experience II
COU	594	Field Experience IV
LIB	590	Field Work - School Library Media Centers
LIB	591	Field Work - Public & Special Libraries
TVR	590	Internship in Electronic Media

Please check the catalog, online catalog and/or Department for a current list of Internships available.