

INTERNSHIP: MMC 6949 – INTERNSHIP APPLICATION

PLEASE READ

THIS FORM IS REQUIRED FOR REGISTRATION AND MUST BE SUBMITTED TO THE GRADUATE DIVISION BEFORE THE REGISTRATION DEADLINE OR YOU WILL BE RESPONSIBLE FOR LATE FEES.

Student's Name: _____ UF ID: _____

of Credits: _____ **Semester of Study:** _____

Campus Mailing Address: _____

Local Telephone: _____ Email Address: _____

Internship Business Name: _____

Internship Business Address: _____

City/State/Zip: _____

Internship Supervisor's Name: _____ Supervisor's Telephone: _____

Internship is: Unpaid _____ Paid _____ Amount/Hour \$ _____

Start Date _____ Stop Date _____ Hours to be Worked: _____

I have read and agree with all guidelines and rules listed on attached page.

Student's Signature

Date

Field Supervisor's Signature

Date

Academic Supervisor's Signature

Date

Assoc. Dean Graduate Studies

Date

Please attach letter from employer describing duties of the internship

Internship Report Guidelines

From Student

Students must submit both a mid-semester and final report

Your reports must be 1-2 pages in length.

Your reports must include:

- Location of Internship
- Supervisor
- Your title
- Your job description
- Description of the skills you developed or honed during your internship
- Description of tasks you have completed, and, in the case of mid-term reports, tasks you have yet to complete
- Description of how these skills or experience will likely apply to your future professional career

From Employer

At the conclusion of your internship, you must ask your internship supervisor to write a letter of evaluation that details your job duties, quality, usefulness and timeliness of work products, work ethic, attitude, general expectations and the degree to which you met those expectations, etc.

General requirements

- 100 credit hours must be worked for each one credit hour taken
- Mid-semester reports are due at the end of the eighth week of the semester during Fall, Spring and Summer C; and at the end of the third week of the semester during Summer A or B
- Final reports (employer/supervisor and your own) are due by the last day of class in the semester during which you are taking the internship to receive credit
- Copies of mid-semester and both final reports must be given to your academic advisor, chair of your committee and the Graduate Division
- To be eligible for an internship, students must have completed two semesters of relevant coursework and/or have relevant professional experience
- All internships must be approved by graduate coordinator or assigned faculty member **before** applying
- No retroactive credit will be awarded for internships