



# INTERNSHIP REQUEST

When completed fax to 910.962.4257

Questions? 910.962.3174

DATE: \_\_\_\_\_

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

Key Contact for this Internship: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street City State Zip Code*

Telephone # \_\_\_\_\_ Fax# \_\_\_\_\_

Web Address: \_\_\_\_\_

Primary Nature of this business: \_\_\_\_\_

**Internship Title:** \_\_\_\_\_

What are the skills that you will teach the student intern over the duration of the learning assignment?  
*(Please be specific, as Faculty Internship Supervisors will review this to determine whether academic credit is applicable.)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

How will you monitor the student's progress and performance?  
*(i.e. periodic performance review, weekly meetings, projects completed, report findings, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated number of hours you will need an intern each week: \_\_\_\_\_

Hourly compensation for the intern: \$ \_\_\_\_\_

Date internship begins: \_\_\_\_\_ Date internship ends: \_\_\_\_\_

Is there a mandatory grade point average that the student must have to be considered?    Y    N

If yes, list GPA here: \_\_\_\_\_

Please list any special skills that you seek in an intern. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select from the following majors.

- |                                 |                           |
|---------------------------------|---------------------------|
| ◇ Any Major                     | ◇ Accountancy             |
| ◇ Anthropology                  | ◇ Art History             |
| ◇ Art, Studio                   | ◇ Athletic Training       |
| ◇ Biology                       | ◇ Business Administration |
| ◇ Chemistry                     | ◇ Communication Studies   |
| ◇ Computer Science              | ◇ Creative Writing/BFA    |
| ◇ Criminal Justice              | ◇ Economics               |
| ◇ Education                     | ◇ English                 |
| ◇ English, Professional Writing | ◇ Environmental Studies   |
| ◇ Film Studies                  | ◇ Finance                 |
| ◇ French                        | ◇ Geography               |
| ◇ Geology                       | ◇ History                 |
| ◇ Information Systems           | ◇ International Business  |
| ◇ Management                    | ◇ Marine Biology          |
| ◇ Marketing                     | ◇ Mathematics             |
| ◇ MBA                           | ◇ MSA                     |
| ◇ Music                         | ◇ Nursing                 |
| ◇ Operations Management         | ◇ Parks and Recreation    |
| ◇ Philosophy and Religion       | ◇ Physical Education      |
| ◇ Physics                       | ◇ Political Science       |
| ◇ Psychology                    | ◇ Social Work             |
| ◇ Sociology                     | ◇ Spanish                 |
| ◇ Special Education             | ◇ Statistics              |
| ◇ Theatre                       | ◇ Therapeutic Recreation  |

**UNCW Student Interns follow the semester system.** All students must register for the internship during the required registration periods. The following are approximate semester schedules.

**Fall Semester:** mid-August - mid-December

**Spring Semester:** January - early May

**Summer I:** mid-May - mid-June

**Summer II:** late-June - late July

How frequently do you anticipate sponsoring UNCW interns?

- Spring  
 Summer  
 Fall  
 Every Semester

*Thank you for providing UNCW Career Services with this information. Upon receipt, your request will be processed. Students and appropriate faculty will be notified. You will be contacted if additional information is necessary.*

**Please fax to 910.962.4257**

*Revised 7/03*