

EDINBORO UNIVERSITY OF PENNSYLVANIA
APPLICATION FOR PERMISSION TO REGISTER FOR GRADUATE INTERNSHIP

This is the official application form for requesting authorization to register* for an Edinboro University of Pennsylvania approved graduate internship. No other application form for internship is valid. After the student receives the copy of the application showing the internship has been approved, **the STUDENT must pay the fees at the Bursar's Office, then contact Records and Registration to complete registration for the internship.** REGISTRATION MUST BE COMPLETED PRIOR TO THE PROJECTED BEGINNING DATE OF THE INTERNSHIP.

***Failure to register properly will invalidate this approval.**

A one to three-page description of the professional experience and educational outcomes (daily logs, major paper or project, portfolio, detailed oral report, etc.) that the applicant is to undertake **must be attached before submitting this form for approval (if applicable).** Also, the applicant needs to attach a course history.

I. EDUCATIONAL DATA (To be completed by student)

Name: _____ Student Identification Number: _____
 Last First M.I.

Address during Internship:

_____ Street City State Zip

Home Address (if other than above):

_____ Street City State Zip

Email Address: _____ Home Phone: (_____) _____

Major Field: _____ Anticipated Graduation Date: _____

II. INTERNSHIP DATA

() 1st semester, Yr: _____ () 2nd Semester, Yr: _____ () Summer Session, Yr: _____

Course Number: _____ Course Subject: _____

Course Title: _____ Number of Credits: _____

Proposed Site Supervisor: _____

Phone number of Supervisor: _____

Internship Site: _____

Address: _____ Street City State Zip

Internship Period: Starts _____ / _____ / _____
 Mo. Day Year

Ends: _____ / _____ / _____
 Mo. Day Year

Number of Weeks: _____

Hours per Week: _____

Daily from: _____ to: _____

Paid: _____ Nonpaid: _____

Student's phone number on site: (_____) _____

Hourly Amount: _____

III. INTERNSHIP APPROVAL (the following signatures must be obtained in sequence; copies will be sent to all signers)

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Internship Supervisor Signature: _____ Date: _____

Department Chairperson: _____ Date: _____

Academic Program Dean: _____ Date: _____

C: APSCUF, Bursar's Office, Records and Registration; Advisor, Internship Supervisor, Student, Graduate Program Head, with all signatures completed (Responsibility of Graduate Studies Office).

REGISTRATION PROCEDURE FOR INTERNSHIPS

1. The student must complete the **Application for Permission to Register for a Graduate Internship** and secure all appropriate signatures required in Section III.

Note: Internships cannot be financed through graduate assistantship awards. Internships can only be conducted at off-campus sites.

2. The application should reach the academic department **at least three weeks** before the projected starting date of the proposed internship. **Registration cannot be guaranteed if timelines are not met.**

3. Registration for an internship must follow these procedures:

- (a) The student must make financial arrangements for payment of appropriate fees prior to the proposed starting date of the internship experience or course. Billing and payments are to be handled through the Bursar's Office, and;
- (b) The student must schedule the course after making payment.

4. Failure by the student to register (as outlined in #3 above) carries the same requirements for registration as other University courses:

- (a) The assessment of a late registration fee if registration is not completed prior to the start of the internship experience, and;
- (b) Denial of permission to add the course after the one week add period or equivalent time during the summer session.

5. For internships during the summer, students must complete registration prior to the projected beginning date approved for the internship, which includes **making financial arrangements for payment of appropriate fees.**

6. Six-month internships (similar to the Pennsylvania State Civil Service Commission Computer Systems Intern) must follow the following registration procedure:

- (a) If the Internship commences in May or June and ends in December, the student must register in the summer for a minimum of 9 semester hours and in the subsequent Fall Semester for 15 semester hours, *

OR;

- (b) If the Internship commences in January ending in June, the student must register in the Spring Semester for 15 semester hours and in the subsequent summer session for a minimum of 9 semester hours*.

7. All clearances required by the host site must be in place prior to the commencement of the internship.

8. The original application must be returned to the **Office of Graduate Studies.**

***Students are required to enroll for a total of 24 credits for a six-month internship. However, only 15 credits will apply toward fulfilling degree requirements.**

REV. 5.07.2012

C: APSCUF, Bursar's Office, Records and Registration, Advisor, Internship Supervisor, Student, Graduate Program Head, with all signatures completed (Responsibility of Graduate Studies Office).

Mail or Fax Completed Form to: **Office of Records and Registration, Edinboro University, Hamilton Hall, 210 Glasgow Rd, Edinboro, PA 16444, Fax: 814.732.2130, Phone: 814.732.3501**
Or email this form to: **records@edinboro.edu**