

APPLICATION FOR INTERNSHIP CREDIT

Directions to complete the attached form

1. If you have not already secured an internship, an important first step is to research potential internship sites on *CareerConnect* and *CareerShift*. You have an account set up for you in each system which is accessible through the Mercyhurst Career Development Center's portal page.
 - a. To facilitate the internship placement process, use the search functions to locate Mercyhurst alumni who might be willing to host the internship or contact. The alumnus may also be willing to contact a colleague at an organization you are interested in on your behalf.
 - b. Review the list of internship sites for your major; copies are available outside of Old Main 209.
2. Complete the attached application. Be sure to identify potential internship sites and write a summary of your preferred internship placement to facilitate the process.
3. When you take the application to your academic advisor to get their signature, discuss with them your preferred choices of placement listed on the application.
 - a. Try to find an internship that can provide an experience that matches your career goals.
4. Once you've discussed your internship preferences with your advisor and secured their signature on the application, schedule an appointment with Dr. Foust in Old Main 209 (ext. 2171) to discuss the internship placement process and your internship preferences.
5. You're required to attend an Internship Information Session (dates are posted outside Old Main 209) and on CareerConnect before you officially begin your internship. It's recommended that you attend the information session at least a semester before your internship placement.

Distributed by the Mercyhurst University, Internship Program

Director, Dr. Kyle Foust, '89

Old Main 209

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**MERCYHURST UNIVERSITY
APPLICATION FOR INTERNSHIP PLACEMENT**

**** complete and submit this application to the Internship Director, Dr. Foust '89 in Main 209 ****

NAME _____ STUDENT ID # _____

E-mail _____ CELL PHONE (_____) _____

Preferred semester for placement:

Fall _____ Spring _____ Summer _____

Academic Level/student type during placement:

Undergraduate: Fresh _____ Soph _____ Junior _____ Senior _____

Graduate: Post-Bacc _____ Masters _____

Other: Certificate _____ Associate _____

Expected month and year of graduation: December / May (circle one) year _____

Your Major: _____

Your Minor/Concentration (if applicable): _____

Preferred Number of Internship credits: (0, 3, 6, 9): _____ Current GPA: _____

** *Internship credits are charged the same tuition rate as other 3, 6, or 9 credit courses.*

Below, in order of preference, list your internship choices. Refer to the list of established internship sites (for your major) located outside of Main 209 and conduct basic searches on *CareerConnect* and *CareerShift* to find other, suitable internship options.

<u>Name of the Organization</u>	<u>How did you find out about the internship; i.e. list of established internships, referred by parent/professor, CareerShift, applied directly with the organization, etc?</u>	<u>CareerConnect (CC) Job ID# (if applicable)</u>
1). _____	_____	CC Job ID # _____
2). _____	_____	CC Job ID # _____
3). _____	_____	CC Job ID # _____
4). _____	_____	CC Job ID # _____

** If you are interested in working for an organization that you found on the web or were referred to by a parent, friend, professor, etc., do you know if the organization participates in internship programs? Yes _____ No _____

*** Do you have reliable transportation to the internship sites you have chosen? Yes _____ No _____

AVAILABILITY DURING THE INTERNSHIP

Outside of your normal course schedule, will you be involved in any school or non-school related activity during the semester you expect to complete the internship that would impact your weekly, internship work schedule of roughly 15-20 hours/week (minimum); i.e. athletics, traveling abroad, etc? Please explain below.

SUMMARY OF PREFERRED INTERNSHIP PLACEMENT

*** To assist your academic advisor and the Internship Director in finding you a placement that is aligned with your career goals, please write a short paragraph outlining what duties you would like/prefer to perform during an ideal internship?

PERMISSION TO COMPLETE THE INTERNSHIP FROM YOUR ACADEMIC ADVISOR

** The signature below from your Academic/Faculty Advisor indicates you have their permission to complete an internship under the supervision of Dr. Foust. If the form is returned to Dr. Foust without a signature, it will be returned to the student without further action until the form is signed.

**** The Academic/Faculty advisor should not sign the form unless potential internship placements are identified on the application. If the faculty has any reservations about the student succeeding in an internship placement, those reservations should be discussed with the student.

Name of Academic/Faculty Advisor (please print) _____ Date _____

Signature of Academic/Faculty Advisor:

INFORMATION BELOW TO BE COMPLETED BY THE MERCYHURST INTERNSHIP DIRECTOR:

Site of Placement _____ Rate of pay _____

Immediate Supervisor _____ Alum Y / N Projected Start date _____

Supervisor's Title _____ Projected End date _____

Supervisor's Phone # _____

Supervisor's email _____