

Application for Internship Credit at Shippensburg University

PLEASE TYPE OR PRINT. Complete the entire application. Please fill out each shaded box if typing or print a copy and write in information. Email to bip@ship.edu, mail to: Shippensburg University, Internship Program Coordinator, GRH 324, Shippensburg, PA, 17257, fax to: 717-477-4132, or hand carry to Grove Hall, Room 324. If you have any questions, please call the Business Internship Program at 717-477-1140.

STUDENT INFORMATION				
Date of Application:	Name (Last, First, Middle):			Student Identification Number (not Social Security Number)
Local Street Address (While attending Ship):			City, State & Zip:	
School email address:	Local Home Phone:		Other Phone:	
PERMANENT HOME INFORMATION				
Permanent Street Address (your home of record):			City, State & Zip:	
Permanent Home Phone:			Alternate email address:	
INTERNSHIP RECORD				
Please check YES to indicate that you understand that this internship credit is only applied as a FREE ELECTIVE CREDIT and does not count toward any General Education Elective or your minor or major electives or courses. If you do not understand this please contact our department or your advisor for clarification.		<input type="checkbox"/> Yes	Start date of internship:	End date of internship:
What semester are you planning to do your internship? <input type="checkbox"/> Fall (late August to Mid-December) <input type="checkbox"/> Spring (mid-January to early May) <input type="checkbox"/> Summer (mid-May to late August)		How many credit hours? 3 credits = Minimum 120 work hrs. (e.g., about 8 hrs/week over a 15 week semester) 6 (six) credit internships start at 240 hours and 9 (nine) credit internships require a minimum of 360 hours. For additional requirements see Business Internship Procedures. Note: 1 & 2 Credit internship are currently not available		<input type="checkbox"/> 3 credits <input type="checkbox"/> 6 credits <input type="checkbox"/> 9 credits
Class Standing?	Credits Earned	GPA	Major	Assigned Advisor (Official use only – Do not complete)
<input type="checkbox"/> Soph. <input type="checkbox"/> Jr. <input type="checkbox"/> Sr.				
EMPLOYER INFORMATION				
Internship Position Applying For: Name of Employer:		Point of Contact:		Title:
Organization Name and Address:				
Point of Contact email address:			Point of Contact Phone:	

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application is accurate and complete. Students may earn a maximum of nine credit hours of general/free elective credit toward their degree for an internship experience. Students must have achieved upper division status and possess a minimum 2.0 GPA in business courses, major overall and have 60 accumulated credits or 3.0 GPA and have 45 accumulated credits prior to application. Internship must be directly related to the student's major and must be approved by the department chair and the Associate Dean. Student intern responsibilities are listed here: http://www.ship.edu/Business/Internships/Student_Procedures/. **It is the intern's responsibility to be familiar with his or her responsibilities and to complete them.**

Applicant Signature: _____ Date: _____