

WILLIAM PENN UNIVERSITY
RECORD OF INTERNSHIP

Instructions to Student: Prior to obtaining an internship, you must obtain permission from the designated faculty member in the academic division from which you seek credit.

1. Complete the student portion of this form.
2. Have employer complete Internship Information portion.
3. **For International students, the internship must be approved by the Designated School Official (DSO).**

Without this, there could be serious international status repercussions.

4. Present this form to the faculty supervisor and division chair for approval.
5. Return completed form to Registrar's Office.

1. Student Information (to be completed by student)

Name: _____ Student ID: _____ Term: _____

Major: _____ Minor: _____

Cumulative Credit Hours: _____ Cumulative GPA: _____

Student email: _____

My citizenship status is as follows (check one): Domestic International (F-1 status) Not Sure

2. Internship Information (to be completed by employer / on-site supervisor)

Intern Employer: _____ Phone: _____

Address: _____

Intern position and duties:

On-Site Supervisor Name	Title	On-Site Supervisor Signature	Date
-------------------------	-------	------------------------------	------

3. Faculty Supervisor Section (to be completed by faculty member and division chair). Signature confirms approval of internship.

Number of Credits for Internship: _____ Total Clock Hours: _____ Course Number _____ :357

Printed Faculty Supervisor Name	Faculty Signature	Date
---------------------------------	-------------------	------

International Students Only: _____
Signature / Approval of DSO , VP Enrollment Manager

Printed Division Chair Name	Division Chair Signature	Date
-----------------------------	--------------------------	------

THIS IS NOT A REGISTRATION FORM. MUST BE SUBMITTED TO REGISTRAR'S OFFICE.