

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. **For International students, the internship must be approved by the Designated School Official (DSO). Without this, there could be serious international status repercussions.**

1. Student Information (to be completed by student)

Name: _____ Student ID: _____
Term/Year _____ Full Semester 1st 8-week 2nd 8-week Summer III
Major: _____ Minor: _____
Cumulative Credit Hours: _____ Cumulative GPA: _____
Student email: _____
Academic Advisor Name: _____

My citizenship status is as follows (check one): Domestic International (F-1 status)

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

Intern Employer (Company Name): _____ Phone: _____
Address: _____
Intern position and duties:

On-Site Supervisor Name (Print) Title On-Site Supervisor (Signature) Date

3. Faculty 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

Faculty Supervisor Name (Print) Faculty (Signature) Date

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

Division Chair Name (Print) Division Chair (Signature) Date

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