

FORM DEADLINE
For fall Internships – Aug 15
For spring internships – Dec 1
For summer internships – Apr 1

Internship Position Approval Form

Purpose: Ensure internship position meets program specific requirements for academic internships. To avoid accepting a position that would not meet academic requirements, it is recommended to complete this form prior to final acceptance of internship.

REQUIRED: ATTACH THE OVERVIEW OF INTERNSHIP

Use template provided for your major at www.unk.edu/cbt_internships.



Check here.

Yes, I have attached my Overview of Internship.

Provide *Overview of Internship* template to the company.
Company completes *Overview* and contacts Career Center with questions.
Student attaches completed *Overview of Internship* to this form.

STUDENT CONTACT INFORMATION

Name _____	Today's Date _____
UNK Email _____	Major / Minor _____
Telephone _____	Academic Advisor _____
Semester & Year of Internship _____	Expected Graduation (Month/Year) _____

PROPOSED INTERNSHIP COMPANY INFORMATION

Name of Company _____	Company Contact Person _____
City/State of Internship Location (<i>if known</i>) _____	Company Contact Position Title _____
Estimated Start Date _____ Estimated End Date _____	Company Contact Email _____
Salary or wage (or list "unpaid") _____	Company Contact Phone _____

FOR CAREER CENTER USE ONLY

PA _____	Date _____
CC _____	Date _____

Please deliver or email completed form and attachments to one of the following:
Janice Woods, Associate Director of CBT Career Center | West Center 157W | woodsje@unk.edu
Brenda Jochum, Associate Director of CBT Career Center | West Center 153W | jochumb@unk.edu