



Student Name: \_\_\_\_\_ Bear # \_\_\_\_\_

Number of Credit Hours\*\* (circle one): 1 2 3 Semester (circle one): Fall Spring Summer Year: \_\_\_\_\_

\*\*please note, for each credit hour a minimum of 45-hours of work must be completed (and logged) at the internship site.

**Student Contact information**

Local/Physical Address: \_\_\_\_\_

Bearmail: \_\_\_\_\_ Alternative E-mail: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**General Internship Location and Site Supervisor Information**

Name of Business: \_\_\_\_\_

Type of Business (e.g. newspaper, public relations agency, etc.): \_\_\_\_\_

Street/Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Site supervisor name (first & last): \_\_\_\_\_

Site Supervisor Official Title: \_\_\_\_\_

**Site Supervisor Contact Information:**

Telephone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Mandatory Signatures**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Internship site supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

JMS faculty sponsor (program adviser): \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Material Required for Complete Application:**

1. Printed (hard-copy) of internship posting, job description and list of duties/responsibilities
  - a. Including official start and end dates
  - b. By signing this application the student agrees to these conditions

JMS Internship Coordinator Approval: \_\_\_\_\_ Date: \_\_\_\_\_