

Bloomsburg University- Application for Academic Internships (509 FORM)

SECTION 1 – To be completed by student

Check box if you are an International Student

Student Name _____ I.D. No. _____
Last First M.I.
Number of credits for this internship _____ Major _____ Anticipated grad. Date _____
Semester internship will be taken: Fall 20 _____ Winter 20 _____ Spring 20 _____ Summer 20 _____ Session _____
Is this your first internship? Yes _____ No _____ If no, number of completed internship credits _____
Name of agency or organization _____
Address _____
Internship site supervisor/contact person _____ Telephone _____
Title _____ E-mail _____
Dates of Experience from _____ to _____
Number of hrs/week _____ Non-paid _____ Paid _____ Pay Rate _____

Undergraduate internship credits- Consult your department for appropriate number of credits. 1 credit = 40 hours of site work. Minimum number of credits per internship is 3 credits = 120 hours of site work. Graduate internship credits – Please see your department

Student address during internship _____

Telephone _____ BU E-mail address _____

Student Signature _____ Date _____

Signature verifies that I understand that as a condition of participation in an internship I may be subject to site selection requirements such as personal interviews, background clearances, and drug and health screenings all in compliance with state and federal laws, and I have been given a copy of the job description.

SECTION II – To be completed by Faculty Instructor and Department Chair

Job description attached

Affiliation Agreement on file

Department- Course Section number _____ Dept. Prefix _____ Course _____ Section _____ No. of earned credits _____ Cum. GPA _____
Spring & Fall only tally no.

Instructor Name (Please Print) _____

Instructor I.D _____

Instructor Signature _____ Date: _____

Signature verifies that this application does not create summer overload and the job description is attached to this form.

Department Chairperson's Signature _____ Date: _____

Signature verifies that this application does not create summer overload and is complete and accurate.

SECTION III- To be completed by Dean of the College

Signature _____ Date: _____

Signature verifies that this application is fully completed and all information, including dates and Affiliation Agreement, is correct.

A revised 509 form with approval signatures must be submitted for ANY changes regarding the internship

Instructions and Steps for the 509 Internship Form

1. Students and departments should check the Internship Website at <http://internships.bloomu.edu> to see if an **Affiliation Agreement** exists for the organization in question.

2. **If an Affiliation Agreement exists**, the student fills out **Section 1 of the online 509 Internship Form** and gives it to his/her faculty advisor/ internship instructor to fill out and send to the chair and Dean's office. The student, with the internship instructor, attaches a job description and syllabus with evaluation criteria to the 509 Internship Form. Acceptable formats include: site generated letter of commitment, site approved learning objectives, and site prepared job descriptions.

a) The dean approves, retains the internship descriptive materials and forwards the 509 Internship Form **with the job description attached** to Donna Murphy, Affiliation Agreements, x2779.

b) The Office of the Registrar will enroll the student once all appropriate forms have been submitted.

c) **Please allow 1-2 weeks** for processing the application if an Affiliation Agreement is on file.

3. **If an Affiliation Agreement does not exist** for that organization, the faculty instructor/department chairperson/ and or department secretary fills out and submits the **online Request for Affiliation Agreement** form.

4. When the Affiliation Agreement is returned, signed from the organization, The Office of Academic Internships will send out an email notification to the faculty instructor, chairperson's and dean's secretaries, to confirm the Affiliation Agreement is back and signed by the organization.

a) Concurrent with submitting the request for Affiliation Agreement, the faculty instructor/department chairperson will have the student fill out Section 1 of the 509 Internship Form and then proceed to fill out and sign the rest of the form by following the instructions. **The chair/dean must initial above the GPA line if approving an override of the eligibility criteria for the internship and confirm the dates of the internship are correct.**

b) Depending on the college protocol, the dean's/department (chairpersons) office will hold the 509 Internship Form until the Affiliation Agreement is returned, signed by the organization and Bloomsburg University's Vice-President for Administration.

c) Once the signed Affiliation Agreement is on file, the dean's office will forward the 509 Internship Form with attached job description to Donna Murphy, Affiliation Agreements, x2779, for student scheduling.

d) The Office of the Registrar will enroll the student once all appropriate forms have been submitted.

If no Affiliation Agreement is on file, students should allow 2 to 12 weeks for final approval and should be cautioned that all approvals and registrations are contingent on successful negotiation of an Affiliation Agreement.

Under no circumstances should a student begin the academic internship prior to final approval and registration. Please refer all questions to Alison Stone-Briggs, Director of Academic Internships x4962 or Donna Murphy, Administrative Assistant, Academic Internships, x2779.

A revised 509 form with approval signatures must be submitted for ANY changes regarding the internship.