

509 Form – Application for Academic Internships

Tutorial for Faculty

- The 509 Internship Application is a student initiated form.
- Page 1 of the 509 Internship Applications contains:
 - Information on Internships, Affiliation Agreements and Internship Resources
 - Student contact and academic information necessary to apply for an Internship

TASK : Electronic 509 Internship Application Form
eForm ID: 54959

Student Information

THIS FORM CANNOT BE SUBMITTED UNLESS AN AFFILIATION AGREEMENT FOR THE INTERNSHIP SITE IS ON FILE AND VALID (NOT EXPIRED) FOR THE ENTIRETY OF YOUR INTERNSHIP. VERIFY THERE IS A VALID AFFILIATION AGREEMENT ON FILE PRIOR TO BEGINNING THIS FORM.

Affiliation Agreement Information:

- The Affiliation Agreement must be on file for the internship site prior to the start of your internship and must not expire prior to the end of your internship
- If Affiliation Agreement is not on file or expired, you must consult your academic advisor or department chair to request one (processing time is 2-12 weeks)
- For more information and a listing of all active Affiliation Agreements, go to: <https://intranet.bloomu.edu/internships>

Consult your academic department to:

- Discuss finding an internship and next steps for securing an internship
- Understand the departmental requirements, eligibility, and necessary documentation for an internship for academic credit
- Determine number of credits for your internship - a minimum of 3 credits (120 hours) is required for undergraduates
- Gain approval for completing an internship for academic credit (approval must be granted prior to the intended start date)

Internship Information:

- Minimum of 3 credits (120 hours) is required for an undergraduate internship for academic credit
- There is a tuition cost associated with internships for academic credit
- The internship must be approved prior to starting the internship
- As part of this form, you will need to submit a job description and/or other documents required by your department
- Once the 509 Internship Application is approved, the internship will appear on your schedule

Resources:

- For general internship questions, contact Alumni and Professional Engagement at Greenly Center 3rd Floor, by emailing professionalu@bloomu.edu or by calling 570-389-4070
- For questions regarding scheduling should be directed to the Office of the Registrar at buregistrar@bloomu.edu or by calling 570-389-5223

REVISIONS, UPDATES, AND CHANGES TO THIS SUBMITTED 509 INTERNSHIP APPLICATION WILL REQUIRE THE SUBMISSION OF A NEW FORM

STUDENT INFORMATION

Current Date 09/11/2019

Student Name **Mike Jones** Student BU ID **012345**

Student Email **mjones@huskies.bloomu.edu** Student Phone **123-456-7890**

International Student? No

DEPARTMENT FOR INTERNSHIP

Students enrolled in multiple majors and/or minors must select the plan for which the Internship is being taken.

Plan BIO-BS	Major UCOST BIO-BS Biology BS	Cumulative GPA 3.12
Anticipated 2196 Graduation Term	2019 Fall	

TOTAL CREDITS

Earned Credits	+ In Progress Credits	- Developmental Credits	Total Cumulative Credits
1 155.000000	10.000000	0.000000	165.000000

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INTERNSHIP SITE INFORMATION

Choose the Internship Site from the look up for Agency. If there is no active Affiliation Agreement on file the Agency name will not display in the look up and you will not be able to submit the application.

If the Agency name does not appear in the look up please see your academic advisor to request an Affiliation Agreement. Once an Affiliation Agreement is executed you can submit the 509 form.

Agency name and address will populate from the look up.

Please enter the remaining information in the fields provided. All fields are required; this application cannot be submitted unless all information is entered on the form.

Agency	1051	North Schuylkill School District	Expiration Date	11/30/2021
Start Date	08/26/2019		End Date	12/13/2019
Street Address	15 Academy Lane		City	Ashland
State	PA		Postal Code	17921
Is Site Address Different?	Yes			
Site Street Address	123 Main Street		Site City	Ashland
Site State	PA	Pennsylvania	Site Postal	17921
Internship Supervisor	Mr. Caputo		Title of Supervisor	Principal
Supervisor Email Address	pcaputo@nsasd.us		Supervisor Phone	570-875-2000
Is Supervisor a BU Alumni	Yes			
Internship Type	Face to Face / On Site		Hours Per Week	40
Paid Internship?	Yes		Hourly Pay Rate	10.00

Page 2 contains information about the Agency and Affiliation Agreement Information:

1. Review all information related to the Agency, Supervisor and Internship details.

ADDRESS DURING INTERNSHIP

Enter the address you will be residing at during your Internship.

Street Name and Number 38 New Road

City Shenandoah

State PA

Pennsylvania

Postal Code 17976

INTERNSHIP SUBJECT

Choose the subject for which you are taking the Internship.

Catalog numbers will display only for those subjects that offer an Internship.

Enter the number of credits for which the Internship is being taken; this number MUST be between the minimum and maximum number of credits the Internship carries. This will be displayed in the Min and Max course credits on this form.

If the Internship is being taken in the Summer or Winter semesters the session in which the Internship is being taken MUST be chosen.

Internship Semester 2198

2019 Winter

Session if W1 Summer/Winter

Winter

Subject Area BIOLOGY

Biological Allied Health Sci

Catalog Nbr 490

INTERN BIO/ALL HL SC

Minimum Units 3.00

Maximum Units 15.00

Credits for Internship 9

Instructor 251819

Rier,Steven T

Is this your first Internship No

Completed Internship 3 Credits

FILE ATTACHMENTS

- A job description and syllabus with evaluation criteria MUST be attached to the 509 Internship Application. Acceptable formats are:
 - Site generated letter of commitment
 - Site approved learning objectives
 - Site prepared job description

Status	Upload	Description	File Name
1	Upload		

Add Row

Search

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(Page 2 cont.) This section contains course/departmental information relevant to the Internship.

1. Review the data related to the Subject Area, credits for the Internship and Instructor.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

My Schedule

2019 Fall | Bloomsburg University of PA

Change Term

View Personal Data Summary

My Exam Schedule

Select display option

Show All Classes Show Enrolled Classes Only

Worklist

Worklist for

Detail View

Worklist Filters

Personalize | Find | View All | First 1-2 of 2 Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
	12/14/2017	Notification Worklist			Prior Appr eForm - Form ID:17118	Mark Worked	Reassign
	09/12/2019	Notification Worklist			509 Intern eForm - Form ID:54959	Mark Worked	Reassign

COMMENTS

Search Previous Approve Deny Recycle Hold

Authorized by GIDEON TAYLOR

If all the data on the form is in order Approve the 509 Internship Form:

Click on Worklist in MyHusky

Click on the link to the form in your Worklist

After reviewing the form data (explained on the previous pages) either approve or deny the request for an Internship

**Remember you MUST have MyHusky open when opening the form via the link in your email notification.