509 Form – Application for Academic Internships

Tutorial for Faculty
The Worklist may still be accessed via the link on the MyHusky home page.

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

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