509 Form
Application for Academic Internships

How to complete the 509 eForm

Tutorial for Students

MyHusky
Bloomsburg University of Pennsylvania

Click on the Electronic Forms link

Student Center

Academics

Search
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Schedule Planner

other academic... ▸

Deadlines | URL

2016 Fall Schedule

Class	Schedule
ANTHRO 102-01 LEC (1611)	MoWeFr 1:00PM - 1:50PM Centennial Hall 0218
BIOLOGY 271-01 LEC (1955)	MoWeFr 11:00AM - 11:50AM Hartline Science Center 0G38
BIOLOGY 271-01C LAB (1958)	Th 3:00PM - 5:45PM Hartline Science Center 0099
CHEM 230-01 LEC (2900)	MoWeFr 2:00PM - 2:50PM Hartline Science Center 0G42
CHEM 230-01A LAB (2897)	Th 9:30AM - 12:20PM Hartline Science Center 0263
EGGS 105-01 LEC (1645)	MoWeFr 10:00AM - 10:50AM Hartline Science Center 0B36

weekly schedule ▸

enrollment shopping cart ▸

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
Open Enrollment Dates

Advisor
Program Advisor
Steven Rier
details ▸

Student Records
Students
Registrar

Other Links

Related Content
BZRC_SCORECARD- MyCore - GEP Requirements

View All

Electronic Forms

go to ...

Then click on 509 Internship Application

Electronic Forms

509 Internship Application

Prior Approval of Transfer Credit

UGRD Application for Graduation

GRAD School Application for Graduation

Application for Certificate

Add / Change Major / Minor

Student FERPA - Release Financial Info

Submit Financial Aid Documents

View Previously Completed/Submitted Forms

View Previously Submitted FA Forms

Notify

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

Please read all information and instructions carefully PRIOR to beginning the 509 form.

It is the responsibility of the student to ensure all requirements for eligibility of an Academic Internship have been met prior to applying.
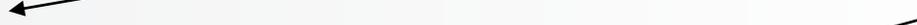
STUDENT INFORMATION

Current Date 09/11/2019

Student Name

Student BU ID

Student Email

Student Phone

International Student?* [▼]

DEPARTMENT FOR INTERNSHIP

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

Plan* [   ] 🔍

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

[Search]   [Next]

Your student information will populate the next segment of the 509 Internship Application:

- Name, BU ID, MyHusky email and phone will auto-populate from MyHusky

- You must answer Yes/No from the drop down for International Student

- You must choose the plan you are taking the Internship for from the Plan look up. This will populate only the major(s) you are currently enrolled in.

- Your overall GPA and anticipated term of graduation will auto-populate from MyHusky.

- Your total credits will auto-populate from MyHusky.
  - Developmental Credits (from courses that do not count toward graduation) will display but not be included in the cumulative calculation toward graduation.

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 Affilliation 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.

1. Agency* [   ] 🔍

Start Date* [   ] 📅

2. Expiration Date

End Date* [   ] 📅

3. Street Address

City

State

Postal Code

4. Is Site Address* Different? [▼]

Internship Supervisor* [   ]   Title of Supervisor* [   ]

5.

Supervisor Email* Address [   ]   Supervisor Phone* [   ]

Is Supervisor a BU* Alumni [▼]

6. Internship Type* [▼]   Hours Per Week* [   ]

7. Paid Internship?* [▼]

Agency and Affiliation Agreement Information:

1. Select the Agency from the look up.
If you do not see the Agency name in the look up you cannot go any further with this form. You must see your Advisor to initiate a request for an Affiliation Agreement

2. The expiration date of the affiliation agreement will auto-populate after the Agency is chosen.
If the Affiliation Agreement is expired you will not be able to submit this form. You must contact your Advisor to request a renewal of the Affiliation Agreement.
The end date of the Internship cannot be after the expiration date of the affiliation agreement. If the end date is greater than the expiration date a new affiliation agreement must be requested through you Advisor.

3. The address of the Agency will auto-populate

4. Answer yes if the site the Internship will be completed at does not match the address of the Agency that auto-populates the form.
If you answer yes, you will be required to enter the address of the site the Internship will be completed at.
Answer no if the address the Internship will be completed at is the same as that of the Agency.

5. Enter your Supervisor information.

6. Choose the Internship type from the dropdown.

7. Answer Yes/No to Paid Internship.
If you answer Yes to paid Internship you will be required to enter the hourly rate of pay you will receive for the Internship.

ADDRESS DURING INTERNSHIP

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

1. Street Name and* Number   [_____]

City* [_____]

State* [_____] 🔍

Postal Code* [_____]

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 Interhsip is being taken MUST be chosen.

2. Internship Semester* [_____] 🔍

3. Subject Area* [_____] 🔍

4. Catalog Nbr* [_____] 🔍

5. Minimum Units 0.00

Maximum Units 0.00

Credits for Internship* [_____]

6. Instructor* [_____] 🔍

7. Is this your first* Internship [_____ ▼]

FILE ATTACHMENTS

8.
- 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	Delete
1	Upload	[____ ▼]		Delete

[Add Row]

▶ COMMENTS

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[Search] [Submit] [Previous]

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1. Enter the address you will be LIVING at during your Internship

2. Choose the Semester you will be completing the Internship.
   If you choose Summer or Winter you will be required to choose a Session.

3. Choose the subject of your Internship from the look-up.

4. Choose the catalog number of the Internship from the look-up. Only courses that are identified as Internships will be available to pick in this look up. Once chosen, the minimum and maximum number of credits the selected Internship is worth will auto-populate the form.

5. Enter the number of credits you will be earning for the Internship.
   The number of credits entered MUST be within the minimum and maximum units the Internship you select is worth. Min/Max units will auto-populate the form fields after you choose the catalog number.

6. Select the Instructor who will be supervising your Internship.
   Only Instructors within the subject area of your Internship will populate the look up. This is the Instructor this form will route to for approval.

7. Answer Yes/No from the drop down for "Is this your first Internship"
   If NO, you must enter the number of credits earned for prior Internships

8. You must attach a job description, syllabus and evaluation criteria prior to submitting the form.

9. You can expand the Comments box by clicking the arrow to enter any additional information you feel necessary regarding your Internship prior to submitting the form.